

## DIPLOMA IN BODY & SPA THERAPIES LEVEL 3

### REQUIREMENTS

#### Uniform:

- Juliette square neck grey tunic and grey trousers from LaBeeby – order form attached

#### Equipment:

- Level 3 Body & Spa kit from Ellisons – order form attached

#### Lockers:

We strongly recommend students hire a locker for the academic year. The cost is £8 for the year, which is non-refundable.

### FEES AND FUNDING

#### Printing

Students are responsible for their own printing and photocopying costs.

#### Bursary Fund

A bursary fund is available to students on a low income to help with the costs of coming to college. To find out if you are eligible, contact the Advice & Guidance Centre or visit petroc.ac.uk - <https://www.petroc.ac.uk/life-at-petroc/advice-guidance/fees-and-funding/>

## Order Online

Scan the QR code or visit  
www.labeebyacademy.co.uk  
and enter the username and  
password. Please see reverse  
for full ordering instructions.



Name	
Telephone	
Email	

Username	NDEV01
Password	2402

## Petroc Barnstaple - 2024-Beauty

Students must purchase at least one tunic and a pair of trouser.

Description	Price	Qty	Value
Juliette Square Neck Grey Tunic			
Size: 06 08 10 12 14 16 18 20 22 24 26 28 30 32	£26.50	<input type="text"/>	<input type="text"/>
Ila Grey Trousers			
Size: 04 06 08 10 12 14 16 18 20 22 24 26 28 30 32	£19.50	<input type="text"/>	<input type="text"/>
Length: 28 30 33			
Lili Grey Straight leg Trousers			
Size: 04 06 08 10 12 14 16 18 20 22 24 26 28 30 32	£19.50	<input type="text"/>	<input type="text"/>
Length: 29 31 34			

For Home (Economy), Please add £5.99

Total

<input type="text"/>
<input type="text"/>

## How To Order

Placing your order with La Beeby is as easy as 1-2-3:

1. Visit [www.labeebyacademy.co.uk](http://www.labeebyacademy.co.uk) or scan the QR code overleaf
2. Log in with your username and password (provided overleaf).
3. Follow the simple online process to complete your order. You'll receive an order number and confirmation via email that your order has been authorised.

Our customer service team are on hand should you have any questions at [sales@labeeby.co.uk](mailto:sales@labeeby.co.uk). Please note that the only way to place orders is via our website.

Don't forget to follow @la\_beeby on Instagram for all the latest hair and beauty industry news, as well as great competitions and exclusive offers.

## Returns Policy

We understand that sometimes you may need to return an item and we've done everything possible to make this process as simple as possible.

Before you return your items, please ensure:

- The returns form is completed and enclosed with your return.
- Your return is sent back to us within 28 days of receipt of your order, at your expense, to the address below.
- We reserve the right to refuse a refund for items that are not returned in an unworn, unwashed condition, or in their original packaging.
- Garments that have been decorated can not be returned unless faulty.
- We recommend that you obtain proof of postage, as we can't accept responsibility for any returns lost in transit. You do not need to inform us before you send a return.
- Please allow 7 working days once you've sent your return for your refund to be processed. We can not process your refund until your return has been received.
- Please note we're not able to exchange any items returned to us, if you need a replacement item simply place a new order online.
- If you do not follow the above instructions, we may be unable to process your refund.

## Terms & Conditions

We recommend you order as early as possible. For orders sent to your home address, please allow 14 days for delivery. Orders to your college will be delivered fortnightly from mid-August.

### How to order online

**1** Visit the website [kits.ellisons.co.uk](https://kits.ellisons.co.uk) and click on 'My account' and sign in if you are an existing Ellisons customer or register if you are a new customer.

**2** Once you are signed in, click on 'Student kits'.

**3** Enter your unique college code, shown below.

SKC17927

**4** You will be presented with a list of available kits for your college, simply select the quantity you require for each kit.

**5** Click the 'Pre-order' button to add to your basket.

**6** Complete your order by clicking on 'View basket'.

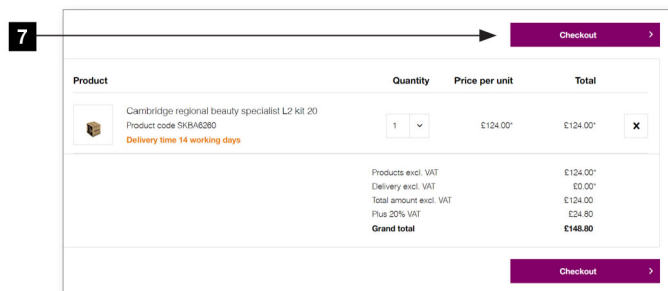
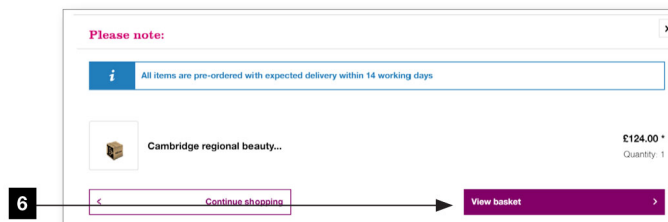
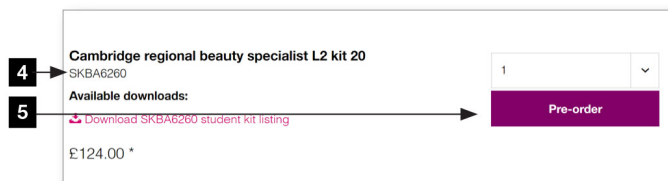
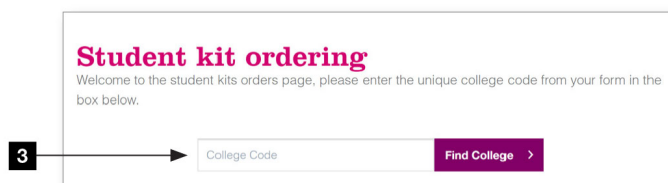
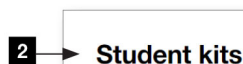
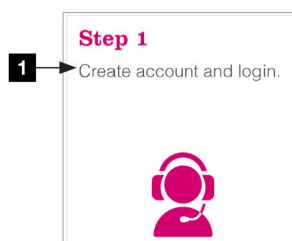
**7** Select 'Checkout'. All kits are pre-ordered. Your kit will be assembled to order and will be delivered within 14 working days.

**8** Complete the checkout process. Once your order has been processed, please allow 14 working days for delivery. Payment will be taken immediately.

**9** A confirmation of your order will be sent to your email address. Please keep this for future reference should you need to contact us.

**10** A student kit contents sheet will be sent to your email address. Please keep this to check all contents for each kit ordered.

If you need any help with completing your order, please call our college department.



# College kit order form

Your unique college code

SKC17927

We accept



## Kit summary

**Product description** Petroc Level 3 Body and Spa Kit 24

**Kit code** SKBK7721

**£ 57.98**

AM009	Beauty Essentials measure 60ml x 1
AS520	Beauty Essentials natural sponge 83mm x 4
AS538	Flexi bowl mini white 76mm/3" x 1
BC955	Beauty bag large, black x 1
BG5606	Massage brush, circular body x 1
OP001	Base oil coconut 100ml x 1
OP152	Base oil sweet almond 100ml x 1
OP195	Body oil no.20 relief of stress, tension 100ml x 1
OP196	Body oil no.21 stimulating 100ml x 1
OP197	Body oil no.22 detoxifying 100ml x 1
OUT025	Outback Organics face and body scrub 200ml x 1
PE969	Mundo sanitizing skin wipes (100) x 1
TCOTM08	Comfy facial towelling wash mitt, black x 4
TM001	Tape measure 1.5m/60" x 1
WM10	Wax Master disposable spatulas (100) x 1

**Delivery Charge excl VAT: £4.95**

**Total VAT £12.59**

**Please note your delivery will be to your home. Please see below for terms and conditions of delivery.**

**Total: £75.52**

**Please note:** for September courses, kit order(s) will not be processed before the end of July.  
Once processed, please allow up to 14 working days for delivery. Payment will be taken immediately.

## Delivery and receiving your kit

### Delivery

- Your predetermined delivery location is printed in bold underneath your kit contents list, this has been decided by your college
- Home deliveries incur a £5.95 delivery charge
- We accept no responsibility for delivery delays due to circumstances outside of our control

### Checking and reporting of damages/shortages

- Immediately upon receipt of your kit(s), please download the student kit listing from the website to check all contents within each kit
- Please report any issues with your kit to college@ellisons.co.uk within seven working days
- Any claims reported after this date will not be honoured

**Terms and conditions:** normal terms and conditions of sale apply.  
Please visit [www.ellisons.co.uk/terms](http://www.ellisons.co.uk/terms) for more information.

### Exchanges and returns

- Contact us via email at college@ellisons.co.uk with your order number for a returns number
- Our college team will email you back with your returns number and full details of how to return within 24 hours
- You have seven days from receipt of your parcel to return your kit(s)
- If the kit is being returned because it is no longer required and is not a fault of Ellisons then a credit will be applied to your account within five working days of receipt of the goods minus an administration charge of 10% of the value of the item. If the item is received in a non-saleable condition then no credit will be made. If you wish the item to be sent back to you then you will incur the postage costs
- We can arrange a returns collection for £12.99 or you can arrange for your kit to be returned to us but please ensure you get a proof of delivery so you can track the parcel through your delivery provider
- The kit must be returned fully boxed in perfect condition and each item in its original packaging

