

Enrolment Procedure for Academic Year 2021/2022

This is to guide you in your application to join a Maxcebo® Wellbeing Academy Live Lesson and/or Online Course.

Please review the procedures below and feel free to tick them off as you complete them.

- Read the Syllabus for L3 and L4 Courses and decide which is right for you
- Decide whether you wish to enrol for;
 - the full course with a diploma accreditation,
 - enrol just for the knowledge with no assessments of accreditation,
 - dip into individual modules that interest you via an attendance fee.
 - Sign up direct for our video course (no further steps here)
- Fill in the application form via MS Forms through the website
- Our Admissions Team will contact you to arrange a Zoom Interview if the admissions criteria for the course has been met
- Take part in the Zoom interview
- Receive from admissions a confirmation of a place on the course or a reason why a place cannot be offered
- If successful you will be sent an invoice for payment in full. This can be paid via Credit Card (preferred as you can have peace of mind via Credit Card protection charge backs) or via Bank Transfer.
- Once payment has been received you will be sent a confirmation of your place, course welcome pack and details of Zoom classrooms and full confirmed dates for sessions. You will also be enrolled on to our Visual Learning Environment (VLE) and login details sent to you.
- Course starts – Welcome to our family!

Any questions please contact our admissions team

Admissions@maxceboacademy.com Tel: 0330 390 4141 ext 301