



BRITISH BUTLER INSTITUTE®
— *Changing People's Lives* —

5 Day British Butler Institute
Etiquette & Protocol Master Class
Delivered in both Spanish and English

ENROLMENT FORM

FOR OFFICE USE REF: BBI / MEX / 820958

Training Venue : **5 Star JW Marriot Hotel, Santa Fe, Mexico.**
Av Sta Fe 160, Santa Fe, Zedec Sta Fé, 01219 Ciudad de México, CDMX

5 Day: 1st to 5th of September, 2025

Course times : 10am to 4.30pm

Please complete **ALL** the following sections

PLEASE COMPLETE THIS FORM 1) DIGITALLY (Using Adobe Reader) OR 2) BY HAND AND SCAN, SIGN AND RETURN TO US VIA EMAIL to: enrolments@britishbutlerinstitute.com

First Name

Surname

Address

Post code

Email

Home Telephone

Mobile

Next of Kin (In case of emergency)

phone

Employers Name (if sending you on the course)

Indicate your general health: Fair Good Excellent

Do you have any cooking experience (brief description)?

Are you on any medication that we should know about?

Dietary requirements

Visa for students from abroad must be applied for by the applicant.

How did you hear about The British Butler Institute?

Any previous hospitality experience (brief description)



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COURSE VALUE & CONDITIONS

5 Day October course value: £1090 (Inclusive) | MXN: \$ 22,900

Included:

- Afternoon tea.
- Selection of tea/coffee/snacks/fresh juices included on training days.
- Certification

*Fees are in GB Pounds inclusive and 50% deposit is required on booking, balance of fees is to be paid in full one month prior to commencement of the course.

Payments:

Payments can be made either on-line via credit card or direct transfer into the following account:

Account Name: TBBI Ltd
Bank name: Lloyds Bank
Account Number: 37897168
Sort Code: 309871
BIC: LOYDGB 21006
IBAN: GB16 LOYD 3098 7137897168
SWIFT CODE: LOYDGB21006

Bank Address:

Lloyds Bank TSB
113 - 117 Oxford Street
London W1D 2HW
United Kingdom

Money is not refundable once the student has started the course. However, should the student leave the course due to illness or other genuine reasons they will be able to attend future courses at no extra cost for the lessons missed. The students will not, however, be reimbursed for any expenses incurred. Deposits are non refundable should a student decide to not attend the course, however the deposit can be used towards the next course within a year period from date of deposit.



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COURSE INFORMATION

Notes:

- No laptops, tablets or mobile phones may be switched on during class
- **Due to past courses being full, we advise people who wish to enrol send their application form and deposit as soon as possible. We cannot guarantee a place on this course until we receive the deposit!**

RULES:

- No photos or filming to be taken for whatsoever reason during class.
- Please be on-time for the lectures.
- You must attend 95% of the lectures to be awarded certification unless it is not possible due to an emergency.

CONFIRMATION

This is to confirm that these details are accurate and I commit to full attendance on the British Butler Institute Course and to the terms and conditions (listed below).

Proof of Payment (50% Deposit or full amount) and this enrolment form to be emailed to enrolments@britishbutlerinstitute.com

Once this is done an invoice will be issued.

***Please select the course you wish to enrol on:**

September 5 day: 1st to 5th of September, 2025

Signed

Date

{

}



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“If you have any questions or need any assistance please do not hesitate to contact us at your convenience. We look forward to welcoming you to our world famous courses.

*kindest Regards,
Mr Gary Williams”*

Principal, The British Butler Institute worldwide.

DEFINITIONS / TERMS & CONDITIONS

1 DEFINITIONS

1.1 In this contract the following definitions apply;

“Company” means The British Butler Institute, of Castlewood House, New Oxford Street, London WC1A 1DG.

“Student” means the individual who is attending a Course run by the Company.

“Training” means teaching undertaken by the Company.

“Course” means a period of time where the Company will be undertaking training of the Student.

“Relevant Course Fee” means the fee that has been agreed between the Student and the Company for the relevant Course.

Costs for accommodation and travel expenses are not included.

“Authorised Personnel of the Company” Includes all tutors including personnel employed by The British Butler Institute and also external consultants offering specific training.

1.2 Unless the context requires otherwise, references to the singular include the plural.

1.3 The headings contained in this Contract are for convenience only and do not affect their interpretation.

2 THE CONTRACT

2.1 These terms and conditions constitute the Contract between the Company and the Student and are deemed to be accepted by receipt of a completed application form together with a deposit of the Relevant Course Fee.

3 PAYMENT TERMS / CANCELLATIONS AND REFUNDS

3.1 The Relevant Course Fees will be outlined to the Student.

3.2 All courses are non-residential and the Student must be Responsible for making his/her own arrangements for Accommodation and travel at his/her own expense.

3.3 Full payment of the Relevant Course Fee is required to secure a place on a course.

3.4 The Relevant Course Fee is payable in full 30 days in advance of Course start date.

3.5 Unless the Relevant Course Fee is paid in full 30 days in advance of the Course start date, the Company reserves the right to refuse admission to the Course and to allocate the place to another person.



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3.6 A deposit of 50% is required with enrolment. All amounts paid are non refundable, however they can be credited towards the next similar course within a year period from the date of deposit, however if a student cancels a course 7 days before commencement then there is no refund and the amount cannot be credited to a similar course within a year period.

3.7 Photos of students will appear on our website as well as TV and other productions will be featured on our website which have been taken during the course. Should a student not wish to have photos or any other production on The British Butler Institute website, then this must be in writing before the course starts.

3.8 Should the minimum number of students not be achieved to run the course, students will be advised 3 weeks prior to the start of the course and The British Butler Institute will refund the amount paid only. No other expenses will be refunded whatsoever.

4 COURSE MATERIALS AND COPYRIGHT

4.1 The Course fee includes the cost of all other materials which are supplied before and during the course.

4.2 Company is the copyright owner of all course materials with the exception of materials clearly published by third parties. The Company's copyright materials may only be used by the person attending the Course for their personal use and not be passed onto a Third Party.

4.3 The British Butler Institute will send you a copy of the curriculum, thus on payment you acknowledge, the course content and are happy with the curriculum.

4.4 The course content may vary due to unforeseen circumstances and training venue may change from time to time.

5 ASSESSMENT AND CERTIFICATES

5.1 Assessment is continuous during all courses and will be conducted by Authorised Personnel of the Company. Students must reach accepted levels of skills in order to be awarded the prestigious Certification. The decision to award certificates is made by The British Butler Institute Principal and all decisions are final.

6 EQUAL OPPORTUNITIES

6.1 The Company adheres to a strict Equal Opportunities Policy in the provision of its training.

7 FUTURE OPPORTUNITIES

7.1 The Company does not guarantee to find a Student work following the provision of training.

7.2 If a Student seeks employment and wish to enlist the services of The British Butler Institute they must register independently with Recruitment The British Butler Institute.

7.3 The Ritz London work experience for students who have completed the 4 week course may be cancelled for reasons out of our control. If a Student seeks employment and wish to enlist the services of The British Butler Institute they must register independently with Recruitment The British Butler Institute.

8 LIABILITY

8.1 The Company shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Student arising from or in any way connected with the Company providing training. For the avoidance of doubt, the Company does not exclude liability for death or personal injury arising from its own negligence.

8.2 Tea and Coffee as well as biscuits will be provided on the Course. It is the responsibility of the Student to clearly indicate any food allergies or special dietary requirements to the Company prior to the commencement of the Course. The Company cannot accept any liability for illness as a result of non-disclosure of this information.

8.3 The Company will comply fully with its responsibilities of all aspects of Health and Safety legislation.

9 LAW

9.1 This contract is governed by the law of England & Wales and is subject to the exclusive jurisdiction of the Courts of England & Wales.