



Wedding Consultant Certification Institute



The Business of Weddings
A Wedding Consultant Certification Program

Thank you for your interest in our online wedding consultant certification training. Below is the registration form. Please check the appropriate category of registration and include the proper fee. For certification, students must complete an exam, will receive a Certificate of Completion for either the online, self-pace or in-class lecture they took, complete two wedding assignments (previous wedding work may substitute for the wedding assignments) and will receive a Letter of Certification and conferred a “Certified Wedding Consultant” awarded at the end of a three month wedding working test. Students may be able to shorten the working test period and receive the Letter of Certification and designation sooner **if** they are able to complete the one wedding assignment required satisfactorily.

In order to reserve your space for the upcoming session, we must receive your completed application, enrollment agreement, and the applicable non-refundable-tuition space retainer for registration before the phase deadline. Balance is due no later than deadline shown prior to the exam date. Please return the enclosed form to ensure your space reservation is made. The application is in word form so you can fill in the blanks and send it to us via email.

Thank you for the trust you are placing in us to help you begin on this marvelous journey.

With warm regards,

Rhonda Allen
Founder/Lead Wedding Consultant
Instructor



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APPLICATION CHECKLIST:

PLEASE COMPLETE, CHECK-OFF AND RETURN THE FOLLOWING:

- _____ APPLICATION/REGISTRATION
- _____ PERSONAL/PROFESSIONAL REFERENCE LETTER
- _____ STUDENT AGREEMENT

SPECIFY PAYMENT TERMS: Check appropriate category

**2010 Winter Registration Fee for January and February Sessions:
(Check One)**

January Session:

- _____ \$795 Regular Registration Fee
- _____ \$715.50 Early Bird Registration Fee

For January Session: Registration and payment for space are due January 30, 2010. To get the Early Bird Discount, Registration and payment are due January 16, 2010.

February Session:

- _____ \$795 Regular Registration Fee
- _____ \$715.50 Early Bird Registration Fee

For February Session: Registration and payment to secure space are due February 27, 2010. To get the Early Bird Discount, Registration and payment are due February 14, 2010.

Spaces are limited so reserve early.

SPECIFICY PAYMENT TYPE:



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_____ Included (Check or money Order)

Make All Checks and Money Orders out to NBBC, L.L.C.

_____ Credit Card via paypal (www.paypal.com)

Our payment address at paypal is nbbcweddings@yahoo.com

Credit card statement will reflect payment to New Beginnings Bridal Consulting.



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SUMMARY OF SEMINAR (Topics are subject to change prior to session):

Orientation

Covering the program in detail, discussing the fundamentals of wedding planning and what you will be expected to do to create a successful wedding for each of your clients.

The Business of Making Dreams Come True

Showing you the business side of your wedding consulting practice. It will cover business structure, launch, advertising, marketing, everything necessary to build, launch and maintain a successful wedding planning company.

Essentials and Luxury Essentials of Wedding Planning

Talking about how to consult with your clients, implement a wedding plan and manage the day's events, for both intimate and grand style weddings. You will also learn the traditions, hot trends and etiquette.

(Materials provided)

Budgets, Contracts, Design, Timelines – The Foundation for every wedding

Discussing all of necessary components you will need to safeguard your clients and yourself from disaster or possible liability. It will also advise you on ways to enhance your management of the wedding plan effectively and with minimal stress.



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APPLICATION/REGISTRATION:

PLEASE PRINT CLEARLY AND COMPLETELY. Only this form is accepted as application for the session.

Name
Email
Address
City
State GA Zip Code
Phone/Home
Phone/Work
Which number is primary?
Birth date _ (mmddyyyy format)
Years of School Completed? Graduated
Degree Obtained (Not required)
Describe yourself to us:

PLEASE TELL US HOW DID YOU LEARN ABOUT THIS TRAINING?

Exact Web site _____
Search Engine ask.com____
What directed you to that site? Looking for info on wedding planning certification
Friend/Co-worker _____
Other _____

Please attach one personal or professional reference letter to this application. (This is required as part of the application.)



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MAIL YOUR COMPLETED REGISTRATION AND PAYMENT TO:

Attention, Rhonda Allen

Wedding Consultant Certification Sessions

c/o NBBC, LLC

4524 Teresa Court

Lithonia, Georgia 30038

PHONE: (678) 333-1130

Or, Email Application to: rhonda@weddingconsultantcertificationinstitute.com



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*******FOR OFFICE USE ONLY*******

DATE REGISTRATION RECEIVED: _____

DATE PAYMENT RECEIVED: _____

DOES REGISTRATION INCLUDE ALL COMPONENTS: _____

DATE RECEIPT SENT TO STUDENT: _____

LOCATION WHERE RECEIPT WAS SENT: _____

COMMENTS _____



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ADDITIONAL TRAINING INFORMATION:

DISCLOSURE STATEMENT:

Our philosophy is “the more you know before you begin, the more successful you can be.” While this is articulated in the lecture, it is imperative that hands-on experience and practical training be obtained to help the individual student prepare for his or her career as a wedding consultant.

SESSION/TRAINING:

This session was designed to provide students the foundation to run a wedding consulting business, as well as offer the basics necessary to carry out the wedding planning design of a wedding.

CANCELLATIONS AND REFUNDS:

Cancellation shall occur when you give written notice of cancellation to: Wedding Consultant Certification Institute, c/o NBBC, LLC, 4524 Teresa Court, Lithonia, Georgia, 30038. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, postmarked and properly addressed with postage prepaid.

STUDENT’S RIGHT TO CANCEL/REFUND INFORMATION:

You may cancel this agreement and receive a refund **less** the non-refundable retainer *provided* that your request for refund is made in writing, and done so no later than two weeks prior to the class session. **After that time, all monies paid are forfeited.** This is necessary because of the cost that the Institute incurs through the preparation for every student of each upcoming lecture.



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TUITION & FEES:

These are based according to the registration phase.

SCHEDULE OF SESSIONS

Class will be held on Sundays. Makeup sessions are available. Makeup sessions will be scheduled subject to the lecturer and the student's schedules.

HOLIDAYS OBSERVED

No classes are scheduled during or around major holidays.

ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURE:

Minimum age is 18 years old and an application must accompany non-refundable retainer.

CONDUCT EXPECTATIONS:

Any student who does not conduct him/herself in an orderly and professional manner, does not possess a positive attitude, is dishonest, disruptive, uses profanity, is tardy to login, or who does not otherwise abide by the rules, will be subject to termination of that sessions online class and will not be eligible for a refund or the Institute's certificate of completion.

CLASS SIZE:

The average class size is kept small for maximum learning and interaction. This is intentional so that all students may enjoy a more personal, interactive and informational training session.



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PLACEMENT ASSISTANCE PROGRAM:

This program is designed for, and places emphasis on preparing a student to start his/her own wedding business. There is no placement assistance or business launch advice provided by the Institute. Students are advised to seek legal counsel for options on how to best start his or her business.

NOTICE CONCERNING TRANSFERABILITY OF UNITS:

This is a certificate course only. Training sessions will not be transferable to any other college or university, nor basis for obtaining a degree or educational credit at any college or university.

ATTENDANCE, ABSENCE & TARDINESS POLICY:

A student must attend the session s/he is enrolled for the entire period. If there is a conflict or emergency that prevents a student from doing this, he/she is required to make the session up during the next scheduled training in order to receive his/her certificate.

CANCELATIONS BY INSTITUTE/REFUND INFORMATION:

If the Institute cancels a class session (classroom or online) *without* rescheduling another one to take its place, or if the Institute discontinues sessions (both classroom and online) all together, it will make a full refund of all charges for enrollment for said classes. Refunds will be paid within 30 days of cancellation or permissible withdrawal. If the Institute must "reschedule" a class session for any reason, including for low enrollment, student enrollment for the affected class(s) will be moved to the new date. In this instance, **no** refunds will be issued.

COMPLAINT/GRIEVANCE PROCEDURE:

We all perceive things differently based on our belief system. That includes the way in which the policies of this training may be interpreted. In that event, usually a miscommunication or misunderstanding is generally the culprit.



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Therefore, if this is the case with you, you are to take the issue up with Rhonda Allen, Lead Instructor.

STUDENT AGREEMENT:

This Agreement is legally-binding when executed by the student and accepted by the Institute. Your signature acknowledges that you have had ample time to read and comprehend: (a) the application information, (b) additional training information, and (c) the refund policy.

This Agreement is for the training session described below:

FEES AND CHARGES:

The student is responsible for the following fees:

Registration/non-refundable space fee and full tuition cost; attendance to all three classes; completion of wedding assignment.

Reproduction, in whole or in part, of any materials provided by the Wedding Consultant Certification Institute, is expressly prohibited. Materials may not be shared, sold or duplicated. Students acknowledge that these materials are proprietary to New Beginnings Weddings/Wedding Consultant Certification Institute and Georgia law shall be applicable to enforcement of all rights associated therewith, and may subject to a minimum fine. Failure to comply with these rules will also result in loss of certification. New Beginnings Weddings/Wedding Consultant Certification Institute is not responsible or liable for performance or lack of performance by its students or members. New Beginnings Weddings/Wedding Consultant Certification Institute is not



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responsible or liable for contracts used or included in the session materials and recommends that graduates consult an attorney or legal counsel.

Student's signature certifies that student has read, understood and agreed to his/her rights and responsibilities, and that New Beginnings Weddings/Wedding Consultant Certification Institute refund information, cancellation and policies are clear to said student.

Signature of Student:

_____ Date: _____

Signature of Wedding Consultant Certification Institute School Official:

_____ Date: _____