

## **Student Agreement**

### **1. Courses**

#### **(a) Enrolment on Courses and Order confirmation**

- (i) Completing an application form to enrol on a course with Life Clinics Training is deemed to be an offer to purchase and invest in such course. Life Clinics Training may accept or decline your offer. We will inform you if your offer to purchase has been declined or accepted by e-mail.
- (ii) You confirm that you do not have a criminal record. If you do have a criminal record and wish to attend one of our courses, please contact us directly.
- (iii) You confirm that you have not been diagnosed with nor do you have a reason to suspect that you may currently have severe depression/ clinical depression and / or any other psychological illness.
- (iv) Following the completion of your booking, we will contact your referees. Once we have heard back from them we will invite you for an interview in person. If it is near to the start of the course we may offer you an interview before we have received your references.
- (v) Acceptance of your booking and the completion of the formation of a contract between you and Life Clinics Training will take place when you are issued with a written course booking confirmation, unless Life Clinics Training have notified you that we do not accept your application or you have cancelled your application prior to such confirmation.
- (vi) By completing and sending this form, you confirm that you have read the college prospectus and student handbook in full.
- (vii) If you have advised us that you require additional support, for example, if you have permanent, or temporary, disability, medical condition or specific learning need, we will make reasonable adjustment to accommodate your needs, insofar as it is possible and appropriate to do so. Please inform your tutor of this prior to course commencement to discuss the best methods of support to meet your needs.
- (viii) Students must be able to provide evidence of attending at least 90% of the designated classroom hours to be eligible for their Hypnotherapy Practitioner Diploma. If a student misses more than 10%, they must make arrangements with the college to attend at another date, if possible, or provide alternative evidence of achieving the learning outcomes at the discretion of the college. You must submit a 500 word essay within one month for any training days you don't attend for any reason. Your essay needs to evidence your understanding of what you have missed.

#### **Course Cancellation**

- (i) If due to unforeseen circumstances any delegate needs to cancel an enrolment, A refund of your deposit and any additional monies paid is available up to 45 days before the start of the course, less a £100 administration fee. After this time your deposit is non-refundable. Any additional monies you have paid are refundable up to one month before the course start date. Unfortunately, for any cancellations made within a month of the start date or after the start date of the course, no refunds are available.
- (ii) If for any reason or due to unforeseen circumstances the course has to be cancelled, Life Clinics Training will refund your payment in full. Life Clinics Training will not be liable for any other expenses.

#### **Student Conduct**

Students conduct on the course must be considerate to your fellow students and tutors at all times. Any behaviour or conduct deemed inappropriate or upsetting to a fellow student or tutor can result in you being asked to leave the classroom and/or course. You are asked to react respectfully to feedback from other students and/or tutors, taking it as 'advice' that can be taken or left. Also that you respect the thoughts, opinions and ideas of other students and tutors if they differ from your own.

We reserve the right to dismiss anyone from the classroom and/or course at any time for reasons including but not limited to inappropriate behaviour, disruption of class impairing the quality of learning of other students, previously undisclosed or new criminal convictions, non-payment of fees, routine non-

participation in practical exercises, or routine non-punctuality. If you are dismissed for any of these reasons no refund of your course fees will be given.

We request that you engage fully in practical and class work so that we can ensure you are applying the skills correctly and appropriately. Of course you reserve the right to withdraw during a particular practical for personal reasons. You need not disclose anything you do not wish to in practicals and you may act/role play rather than work on real issues although you will benefit much more if you work with real issues.

### **Course work**

You agree to complete all required home study to the best of your abilities and in the timescale given. For courses that require the submission of coursework for qualification; at the end of the final day of tuition, you have up to six months to submit your completed homework and/or case studies, after that time you will be required to have a verbal assessment/professional discussion with a course tutor or attend refresher sessions on another course to demonstrate your skills are still of the expected standard. This time may be extended under exceptional circumstances.

Sharing experiences and ideas with other students is fine but when it comes to writing up, it must be your own work, evidenced through personal research, thoughts, insights and ideas. We take plagiarism very seriously, including from the course manual notes or directly from websites.

### **Conduct of Courses**

(i) Life Clinics Training reserves the right to substitute the advertised trainers and include additional trainers and special guest trainers at any time.

The Life Clinics Training reserves its right from time to time to vary in its absolute discretion the course content and the material covered to that advertised, whilst ensuring that such content and materials will correspond with the overall requirements as advertised.

**You Agree** that you will not share any of the course materials with anyone who is not a student or graduate of Life Clinics Training. You will not breach copyright of the course materials you receive during your studies with Life Clinics Training. You will not use any of the course materials to teach or train others to be hypnosis professionals without written prior consent from Life Clinics Training.

**You State** that you are able to and will submit your written work in any of the following formats: MS Word (97 or later edition) or Pages for Apple.

### **Our Aims for You**

Your course tutors aim to be approachable, and as such commit to listen to, and where possible act upon, feedback from you about any aspect of the course or your learning experience. We continually strive to improve our work.

We treat your thoughts and ideas expressed in class or homework with respect and provide constructive, confidential critique.

We aim to beneficially challenge you. We expect you to develop from your own particular starting point in terms of skills, knowledge, confidence etc. and demonstrate progress as well as meeting the required learning outcomes.

**I confirm that I have read, understood and agree to the terms of this student agreement.**

**Name:**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please post your completed form to:**

**Life Clinics Training, 5 The Chapel, Abbey Place, Faversham, Kent. ME13 7BG**

