

ADMISSIONS AND CANCELLATION POLICY

For 2017/2018

Diploma in Practical Spirituality and Wellness

Crossfields Institute Level 3

1. The Spiritual Companions Trust welcomes applications from anyone seeking to explore, develop and put into action an awareness of practical spirituality and its implications for individual and community health and wellbeing.
2. The following guidelines will come into effect for the student cohort for 2016-17 and will be reviewed annually in July of each year.

Correspondence with applicants

- All correspondence relating to a learner's application will be sent by email.
 - All applications will be submitted by email and acknowledged within 72 Hours.
 - Applications are via a biographical response to our questionnaire.
3. In accordance with the Disability and Discrimination Act, the Spiritual Companions Trust will abide by the notion of reasonable adjustment for learners with learning difficulties and/or disabilities. It is expected that students will be able to take part in, and complete all practical and theoretical assessments. Applicants are encouraged to disclose any medical or learning disabilities that may affect completion of the course at the time of application.
 4. Applicants should be physically and emotionally well enough to take part in the course.
 5. Applicants should be aged 18 or over. Applicants will need a good level of written and spoken English.
 6. The Spiritual Companions Trust supports the rehabilitation of offenders. If you are subject to Multi-Agency Public Protection Arrangements this must be disclosed at the time of application
 7. No new students will be admitted after the first course weekend.
 8. Students will receive support from their course tutor, and their home group. Students who require further support will need to seek personal counselling or spiritual support according to their own needs. This is not provided as a part of the course.
 9. The fee for the course depends upon the individual educator who is delivering it on behalf of the Spiritual Companions Trust. Students may pay the whole amount in advance of the course, or in the case of special circumstances may pay in instalments to be negotiated with the individual educator delivering the course.
 10. Cancellation and Refunds

- You may cancel your place on the course in writing, by email, or telephone within 14 days of payment, and receive a full refund. Thereafter a deposit of £150 will be retained to cover administration costs.
 - If you cancel within 4 weeks of the course's start you will be entitled to a refund less £350 to cover administration costs and infilling.
 - If you decide to leave the course after the first weekend, £500 will be refunded. After this no refunds will be made.
11. If you should have a complaint about the course, please write to Diana Brown, the course administrator — diana@spiritualcompanions.org. Your complaint will be dealt with by the relevant trustee. You will receive an initial response from us within 10 days, and we will aim to resolve or close any complaints within 4 working weeks.
 12. Students are required to attend 90%+ of face-to-face course and home group meetings. In case of illness, or other mitigating circumstances please speak to your tutor straight away. Please note that you may not be able to complete all of the course criteria if you do not attend course meetings.
 13. If there is anything about this Admissions and Cancellations Statement that is unclear, or you have any questions, please contact your tutor or the Course Administrator.

August 2016

www.spiritualcompanions.org