

## ADMISSIONS AND CANCELLATION POLICY

Current from January 2020; renewable January 2021

### Diploma in Practical Spirituality and Wellness Crossfields Institute Level 3

The Spiritual Companions Trust welcomes applications from all seeking to explore, develop and put into action an awareness of practical spirituality and its implications for individual and community health and wellbeing.

The Diploma in Practical Spirituality and Wellness is delivered by accredited Spiritual Companions Trust educators in association with the Spiritual Companions Trust.

#### A. Application process:

1. Applicants complete the Spiritual Companions Trust questionnaire relating to their course of interest with their biographical details
2. Applicants email completed questionnaire response to the Spiritual Companions Trust questionnaire
3. The Spiritual Companions Trust will acknowledge all emailed applications within 72 hours
4. All communication relating to applications will be emailed by the Spiritual Companions Trust

#### B. Enrolment requirements:

1. 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 (see Reasonable Adjustments and Special Considerations Policy) It is expected that once applicants are enrolled as students they will be able to take part in, and complete all practical and theoretical assessments
2. Applicants are encouraged to disclose any medical or learning disabilities that may affect completion of the course at the time of application

3. Applicants should be physically and emotionally well enough to take part in the course
4. Applicants should be aged 18 or over
5. Applicants require a good level of written and spoken English
6. The Spiritual Companions Trust supports the rehabilitation of offenders. If applicants are subject to Multi-Agency Public Protection Arrangements this must be disclosed at the time of application

**C. Course attendance conditions:**

1. No new students will be admitted after the first weekend of the course
2. Students are required to attend 90%+ of face-to-face course and home group meetings. In case of illness, or other mitigating circumstances, applicants need to speak to their tutor straight away. NB applicants may not meet the course criteria and graduate if meeting attendance is less than 90%

**D. Course provisions:**

1. 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

**E. Course fee structure:**

1. The course fee is set by the individual tutor delivering on behalf of, and in association with, the Spiritual Companions Trust
2. Students pay the total course fee in advance of the course. In special circumstances, payment may be negotiated with the course tutor and made in instalments

**F. Applicant cancellation and refunds:**

1. Cancellation within 14 days of registration and payment = Full refund
2. Cancellation up to four weeks before the course starts = Full refund less £150 to cover administration costs and infilling
3. Cancellation within four weeks of the course starting = Full refund less £350 to cover administration costs and infilling



**G. Complaints**

These are fully covered in our Complaints Policy and Complaints Form. In brief:

1. If you should have a complaint about the course, please first write to Diana Brown, the course administrator at [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org)
2. Complaints will be dealt with by the relevant trustee. Applicants will receive an initial response from the Spiritual Trust Companions within 10 days. All efforts will be made to resolve or close any complaints within 4 working weeks

For any questions on the Admissions and Cancellation Policy please contact the course tutor – contact details available on the Spiritual Companions Trust website – or the Spiritual Companions Trust administrator at [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org)

William Bloom  
Director, Spiritual Companions Trust  
[www.spiritualcompanions.org](http://www.spiritualcompanions.org)