

ENROLMENT TERMS AND CONDITIONS 2018-2019

Professional training courses (Diploma, Foundation Certificate)

Enrolment forms the basis for a legal contract between the student and Metanoia Institute. In order to become a student you will need to enrol.

Enrolment is the process through which you:

- Agree to be a student at Metanoia Institute for the whole, or part of, the academic year;
- Indicate your agreement to abide by the Institute's regulations, policies and to pay all relevant fees (e.g. tuition fees);
- Check and update key personal information in your student record.

If you do not enrol, you will not be entitled to any of the following:

- Your Student ID Card
- Resources for your programme of study
- Participate in assessment
- Receive Council Tax Exemption Certificate (where appropriate)
- Receive your Student Loan (where applicable)
- Receive additional student support, e.g. disabilities allowance (where applicable)
- Receive travel discounts (where applicable)
- Access additional services and information

Enrolment Enquiries

If you are a prospective student and have questions about your enrolment, please contact us via enquiries@metanoia.ac.uk.

Current students with questions about their enrolment should contact their programme Academic Coordinator.

DATA PROTECTION

Before you begin enrolment, you will be asked to confirm that you have read the Institute's Privacy Notice. Full details can be found at: <http://www.metanoia.ac.uk/about/data-protection/>

Before seeing clients, it is good practice to register with the Information Commissioner and comply with the General Data Protection Regulation 2018 as well as the Institute's data protection policies and related guidance in respect of clients' personal data. For further details, please visit the Information Commissioner's Office (<http://www.ico.org.uk/>) and the Institute's data protection pages (<http://www.metanoia.ac.uk/about/data-protection/>).

FINANCIAL LIABILITY

A student's enrolment constitutes acceptance of the financial liabilities of the training programme they are undertaking. This is the case even when the student is sponsored, i.e. the student retains the liability for fees when a third party is expected to meet the costs of

tuition. The student accepts that their enrolment is dependent on payment of the relevant fees in full.

The Institute operates a 14-day “cooling off period” after the first date of attendance or attendance of an Enrolment Day, whichever comes first. During this period, the signed contract may be terminated/deposit reimbursed.

A copy of the Institute’s current Payment Terms and Financial Regulations can be found at: <http://www.metanoia.ac.uk/about/payment-terms/>. Please download a copy for your own record when you enrol.

Metanoia Institute reserves the right to vary the level, frequency and duration of fees charged, in particular (but not limited to) increases:

- to take account of inflation;
- incurred as a result of changes in the terms of our collaborative agreements with universities;
- caused by, or intended to take account of, other unanticipated events.

POLICIES AND REGULATIONS

The enrolment process constitutes the student’s acceptance of the Institute’s policies and procedures. This means that the student is bound by the regulations governing assessment but also provides an acceptance of non-academic policies on, for example, student conduct, equal opportunities, etc. This enables us, where necessary, to take disciplinary action. Any student complaint is also investigated on the assumption that the student has agreed to be bound by these rules and regulations.

The Institute’s policies and procedures are available from <http://www.metanoia.ac.uk/about/policies-and-procedures/> as amended from time to time.

CODES OF CLINICAL AND RESEARCH ETHICS

A student’s enrolment constitutes acceptance of the Institute’s Code of Clinical Ethics and Conduct, and the Code of Research Ethics and Conduct. Full details can be found at: <http://www.metanoia.ac.uk/about/policies-and-procedures/>.

COMPUTING SERVICES TERMS OF USAGE

All students have access to the Metanoia Institute on-line learning environment, and to a student email account which must be used at all times to communicate with the Institute. As part of their enrolment, the student accepts the terms of usage of these facilities which allows for the withdrawal of facilities and/or enrolment if those facilities are misused. A copy of the IT and Telephone Acceptable Use Policy can be found at: <http://www.metanoia.ac.uk/about/data-protection/>

CRIMINAL RECORDS POLICY

The enrolment process constitutes the student’s acceptance of the Institute’s Criminal Records Policy and the procedural guidance on the Assessment and Acceptance of

Students with Criminal Records. Full details can be found at:
<http://www.metanoia.ac.uk/about/policies-and-procedures/>.

Having a criminal record will not necessarily prevent you from studying with us, this will depend on the nature of the programme of study and the circumstances and background of the offence(s).

MODULES AND TRAINING

All psychotherapy students are required to be in weekly on-going psychotherapy (with a UKCP registered psychotherapist or the equivalent) from the beginning of the training for a minimum of four years. Counselling students are required to be in weekly on-going counselling or psychotherapy with a BACP or UKCP registered psychotherapist or counsellor throughout their training. If you require assistance with finding a psychotherapist, please check the Referral Directory on the UKCP website <https://www.psychotherapy.org.uk/find-a-therapist/> or contact your Programme Academic Coordinator on +44 (0)20 8576 2505.

Supervision of clinical practice (from the time you begin to see clients) is also a compulsory requirement for the duration of your training, together with attendance at the modules and completion of all assigned written work. The fees paid as part of your contract do not include supervision or personal psychotherapy which is to be funded by you.

Your Primary Tutor will discuss details of the module units with you during the first weekend/day of training. There are 10 units for the year, Saturdays from 9.30am to 5.30pm and Sundays from 9.30am to 5.00pm. There will normally be a seminar on Saturday evenings as many of our students travel a considerable distance and would miss this opportunity if these meetings were held at a different time.

STUDENT DECLARATION

By signing the enrolment contract, students imply consent to full participation in the experiential learning process and acceptance that:

- ✓ the deposit is non-refundable
- ✓ the contract may be terminated immediately with written notice upon either party committing any act likely to bring the other party or the profession into disrepute
- ✓ if insufficient participants join the course, the course may be postponed/cancelled and the deposit reimbursed
- ✓ the offer of a place may be revoked if any material information has not been disclosed during the application process

Students will also be asked to acknowledge and confirm that:

- ✓ the information supplied is correct
- ✓ they have read the Institute's current Enrolment Terms & Conditions, and Financial Regulations
- ✓ they have read the Institute's current Privacy Notice

- ✓ they shall comply with the policies and regulations of the Institute in respect of both academic and non-academic matters (as given in the Institute's regulations, policies and procedures)
- ✓ they are responsible for the payment of tuition fees, including CPD workshops and any other associated charges, including any amounts due from third parties which are not paid
- ✓ the fees are fully due and payable as per chosen payment option
- ✓ they understand that their place on the course cannot be guaranteed if they do not return the contract by the date stipulated in the contract