



ENROLMENT TERMS AND CONDITIONS 2020-2021

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, where applicable:

- Your Student ID Card (where applicable)
- Resources for your programme of study
- Participate in assessment
- Receive Council Tax Exemption Certificate (where applicable)
- Receive your Student Loan (where applicable)
- Receive additional student support, e.g. *disabilities support and/or 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 admissions@metanoia.ac.uk.

Current students with questions about their enrolment should contact their programme Academic Coordinator in the first instance.

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/>.

Enrolled students must register with the Information Commissioner's Office (ICO) as joint data controllers before seeing clients. The only exception is where students are undertaking a placement through the Metanoia Counselling and Psychotherapy Service (MCPS); in the

latter case, students are considered 'data processors' on behalf of the Institute rather than 'data controllers' and, as such they are subject to the Institute's data protection policies, procedures and related guidance.

Therefore, it is good practice to become familiar with the data protection policies and procedures of your placement provider before you begin seeing clients.

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 attendance of an Enrolment Day, or the first date of attendance if the course started before September 2020. During this period, the signed contract may be terminated/deposit reimbursed.

A copy of the Institute's current Financial Regulations can be found at: <http://www.metanoia.ac.uk/about/policies-and-procedures/>. 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 academic regulations, policies and procedures (and where relevant Middlesex University's) as amended from time to time in both academic and non-academic matters. This means that the student is bound by the regulations governing examinations and 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 University academic regulations are available from <http://www.mdx.ac.uk/about/policies/university-regulations> as cited in the Programme Handbook and amended from time to time.

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 Clinical Code of 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

Where appropriate¹, students have access to the Metanoia Institute on-line learning environment (Moodle), 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 8579 2505.

¹ Access to the online learning environment and Institute email account may be limited to students on full-training programmes

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.

STUDENT DECLARATION

By signing the enrolment contract (or booking form for short courses and introductory workshops/briefing seminar), students imply consent to full participation in the experiential learning process and acceptance that:

- ✓ the deposit is non-refundable after 6 weeks of training
- ✓ 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
- ✓ the programme does not offer an aegrotat award (an award conferred in the event of death or serious illness).

Students will also be asked to acknowledge and confirm with a signature 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 regulations of the University and the Institute in respect of both academic and non-academic matters (as given in the Institute's regulations, policies and procedures as well as Middlesex University's, where appropriate)
- ✓ they are responsible for the payment of tuition fees, including CPD workshops and any other associated charges, as well as 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 (or booking form, where appropriate) by the deadline provided

Author	Owned By	Date Approved	Date of Review
A Sexton	Registry	June 2020	May 2021