

Terms and Conditions

I. Fee, Enrolment and Refunds

Fees are non-refundable under any circumstances unless:

- i. A course is cancelled by the School or
- ii. The commencement date is postponed for longer than eight weeks

I(a) **Deposits are non-refundable** but will be credited against course fees: if enrolment is cancelled less than 30 days prior to the start date due to personal circumstances beyond the students control— a **medical certificate** is required. The School will refund any payments after the initial deposit, however an administration fee is also payable and the next month's installment fee.

The School will refund tuition fees applicable to the remainder of the course only, but excluding the deposit, administration fee and one month's installment providing another student may be enrolled for **immediate** commencement in the next intake—otherwise the balance of fees **will not** be refunded.

Students who leave the course without a valid medical reason and doctor's certificate will be liable for the remainder of course fees owing.

One month's fees and administration fee are payable if the reason, in writing, is accompanied by a doctor's letter and certificate.

I(b) The balance of the full tuition fee should be paid no less than 30 days prior to the commencement date. Any increase in fees (*which may be introduced without prior notice between the application for enrolment and the commencement date*) shall be payable on the commencement date. Failure to pay the balance by the due date will result in the deposit being forfeited.

I(c) Upon notification of the commencement date no variation in the course will be permitted without at least one month's notice being received by the School. The School reserves the right to change and confirm another date—subject to availability. The student can make only one change of date.

I(d) A student is accepted for enrolment and subject to the conditions that the student will attend on the date (*the commencement date*) and at the time specified in the confirmation letter which will be sent to the student upon receipt of the completed application form together with the correct deposit.

I(e) Fees are non refundable if the course is interrupted or cancelled through an act of God or other act .

I(f) Students will not be accepted on the commencement date unless the appropriate fees have been paid.

I(g) Course fees, deposits and other payments are not transferable.

I(h) To secure a placement at the School, a 20% deposit is required with the application which is non refundable. The full amount becomes payable before the first day of the course or by special arrangement with the Principal.

2. Hours, Attendance and Achievement

2(a) Students are required to attend on the first day of their course at the time stated on their confirmation letter, for the purpose of registration. Failure to attend on the first day of your course will preclude you from attending any further part of that course, and you will not be entitled to a refund of any fees paid or offered an alternative start date or course.

2(b) For assessment-based courses, you must have a minimum 90% overall attendance for each subject studied. Failure to meet this requirement will preclude you from being assessed. For examination-based courses, you must have at least 90% attendance in the first 12 weeks of your course. Failure to meet this will result in your expulsion from the school. In addition, if you miss more than 100 hours in total on all courses of 14 weeks and over, you will not be registered for examination.

2(c) Classes will commence promptly at the published times irrespective of whether all students are present. Classes will not be delayed to wait for latecomers, and tutors are not responsible for repeating work missed. Latecomers may be requested to wait until a suitable break in teaching before entering a class. Class hours can be varied at the discretion of the School's Principal without notice.

2(d) The School will be closed on all St. Lucian public holidays. If a public holiday falls during your course, no extra days will be added to your course or reduction in fees given.

2(e) Paying for and/or attending a course fully does not guarantee a qualification, diploma or certificate of achievement. Awards of achievement are gained by the successful fulfillment of both practical and theory examinations and where applicable, the criteria set out by the awarding bodies.

2(f) Time off for religious holidays, booked holidays, planned weddings, medical appointments etc. must be discussed and agreed before application. We recommend that all absences be avoided where possible.

3. General

3(a) It is regretted that due to the possibility of copyright infringement, the use of video cameras is not permitted. Audio recording equipment may be permitted by special arrangement.

3(b) The wearing of the School's uniform is required for all students.

3(c) All courses are of a continuous nature, no allowance for lateness or absenteeism will be made except with prior consent by the Principal who reserves the right to dismiss any student giving justifiable cause for such action. His/her decision in all such matters will be deemed as final.

3(d) It is not the responsibility of the School or the individual tutors to provide additional teaching hours for students to 'catch up' on education missed due to lateness or absenteeism for whatever reason.

3(f) Course and fees are subject to change without prior notice.

3(g) All students of the Holistic Therapy School of St. Lucia require at minimum two uniforms, the required textbooks and study notes. All school notes are copyrighted to the School and are to be used for the student's personal reference only. Students are required to purchase all additional materials required for the specific course. The School will provide products and equipment for class use.

3(h) Students failing to complete their assessments during the term of their course will be charged by the hour for any further teaching/supervision/assessing. These sessions will be at the convenience of the School.

3(i) The Principal reserves the right to refuse the application of any student and subsequently monies will be refunded to the applicant.

3(j) The student acknowledges receipt of and to agrees promptly, diligently and strictly observe the School Rules which are intended to benefit the conduct and operation of the School and students undertaking the course.

3(k) These conditions shall form the main part of the contract between the School and the Student. The Enrolment form and other policy guidelines also form part of this contract and should be read by all students. Only the Directors of the School shall be authorised to alter or waive any of the aforementioned terms and conditions.

I have read the above Terms and Conditions and hereby agree and acknowledge the Terms & Conditions set above.

Student _____ Dated _____

Sponsor _____ Dated _____

Position _____

Organisation _____