

Green Tara College Learner Contract

Terms and Conditions of Booking for Students

The Learner will be accepting the following terms and conditions:

- 1 The application & consultation form for enrolment must be fully completed, signed and returned.
2. These Terms & Conditions must be fully read, understood, signed and returned.
3. Relevant previous qualification Certificates & photo ID must be scanned and returned within one week of course commencement
4. **Please note deposit and examination fees are non-refundable or transferable under any circumstances**
5. I declare that I am, to the best of my knowledge, in capable good health, mentally and physically and able to undertake this training and to interact and practice during the training.
6. I accept that if there is any change in my physical and/or psychological health and/or medication is changed or new diagnosis by the health profession that I will inform the College Principal Majella Fagan or tutor immediately, (I understand this information is confidential and will only be shared with tutors if there is a risk to my health or in case of medical emergency)
7. I agree that if payments are not met as agreed then I will not be able to continue in the training until they are paid up to date.
8. Please note that once a course has been commenced that there is **no refund** on course fees in any circumstance.
9. If a student leaves a course before completion, they will **not** be eligible to **transfer** their course fee to another course under any circumstance. If they however have paid full fees including exam fees they can transfer to the same diploma, when there is space available at the next round. To avail of this student must apply in writing. There is a re-join admin fee of €350.00 incurred before joining.
10. Upon being enrolled as a student the balance of course fees must be paid as agreed.
11. If a student enrolls on multiple diplomas and with special fee offers and then leaves any of the Diplomas, all Diplomas **resort back** to the original fee without discount including the exam fees.
12. Green Tara College is happy to offer students the opportunity to pay by instalments on a mutually agreed date, if instalments **are late**; there is a **late processing fee of €20.00** per payment. I the learner accept that if I am paying by instalments that I will pay fees on the agreed date, if I am late in paying then I accept that there is a €20.00 late processing fee for each late instalment. I may also choose to have the fees taken automatically each month.
- 13 Students must **attend and complete all modules** unless the College Director grants exemption.
14. I accept that I the learner must complete all examinations, Green Tara College assignments, Governing Body assignments and all modules before qualification Certificates are handed out.
15. Students must accept and abide by the College & ITEC code of Ethics, Conduct and Disciplinary Procedure, syllabus and exam procedure
16. I accept and understand that I must be performing at an acceptable examination standard by the mock pre assessment examinations in order to be admitted to the official examinations.
17. The College holds the right to withhold permission to sit examinations for any student that it deems unsuitable (e.g., not up to practical examination standard). Students may sit the theory exams as often as they wish (there is an ITEC repeat exam fee)

18. I accept that the tutors reserve the right to alter any of the training, as they deem necessary within the course while still adhering to governing bodies required syllabus.
19. I understand that it my responsibility to bring any necessary medication to class to support health conditions such as inhalers/epi-pens/diabetic medication etc.
20. The College holds the right of admission to all courses- admission is by interview only (by phone, in person or zoom)
21. Students agree and understand that all course material is **copyright** © and may not be used by them at any stage in the present or future under any circumstances. Course charts may not be scanned onto computers or copied for another learner or anybody else. Please be assured that the College with follow legal proceedings should this arise. Students may not give another person access to the Moodle or online documents; this would be a serious breach of contract.
22. The College holds the right to ask any students that it feels is unsuitable for the training, to leave the course at any time (e.g., disruptive behaviour, attending classes under influence of non-prescription mind altering substances or alcohol. etc.)
23. Students will accept full responsibility for any legal claims in regard to negligence carried out and attributed to them with regard to treatments and case studies. We strongly advise students to take out student insurance for the period of the training. (Sheridan Insurance, www.sheridaninsurances.com)
24. Students agree to follow the **Covid-19** procedures as implemented by ITEC and GTC
25. Students accept that they are responsible for setting up the practical work stations and cleaning away afterwards. Students accept that they will treat the equipment at Green Tara College with respect and will pay for any damages caused by them.
26. I understand that I must attend a minimum of **80% of the subject classes** in order to sit the practical examinations (15 hours)
27. For all classes, especially body classes I understand that it is required that I wash/shower that morning, have clean fresh underwear, clean short toe and finger nails. I understand that it is not advisable to wear perfume or skin products to class. Non perfumed underarm roll-on deodorant is advisable is needed only. (*products could cause allergies when used with essential oils*)
28. Learners accept that there could be occasional photographs taken of general classes and graduation which may be published upon occasion. Please let us know at the start if you do not wish to be in any photography in writing.
29. I understand that no chewing gum is permitted anywhere in the GTC premises at any time.
30. Students accept that they will email each case study, and assignment when it receives final approval to the College this is then emailed to the assessor in preparation for assessments.
31. Learners accept that there are deadlines for assessments and assignments and that they are required to meet these deadlines. If you cannot please negotiate with your tutor and we will assist you.
32. Students accept that there is **no smoking** in the premises or outside the door of the building, or the shops to the right of the College and will smoke at the designated area only.
33. Students accept that they must wear the required all black uniform, hair band and short nails to **Practical classes-at the School**. If a student does not have their uniform with them, they will be unable to attend that class. (Black trouser with crease in front, GTC acceptable length, black therapist tunic-not too tight, flat full sensible low heeled black shoes, cardigans and showing undergarments must be all black).
34. I understand that the code of ethics must be read before course commencement
35. I understand that if English is not my first language: that all of the course's instruction, materials and examinations are in English only. It is my own responsibility to ascertain that my English is of

an acceptable standard to understand, speak and write in English regarding Anatomy, the therapy subject, Business, Energy Management and client work. If a student decides during the course that they are not at the level required they accept that there will be no refund of fees paid.

36. I agree I will inform the GTC as soon as possible if I am unable to make any class

37. I understand that I am responsible for my own property and jewellery and GTC is not responsible for anything lost on the premises

38. I accept that I am responsible and I am required to keep 3 back-ups of all computer work.
(suggestions: via email + memory disc)

39. I accept that equipment requirements may need to be adapted to meet the COVID 19 requirements for the practical elements and I will be advised by Green Tara College when and if that is necessary during the training

40. I understand that personal telephones will not be used during class hours

41. I understand that all that is shared and discussed in class is completely confidential