

Terms and Conditions of acceptance of a place in Holistic College Dublin.

1. Admission

Admission to the course is subject to the learner meeting the following minimum requirements:

Age:

Learners must be a minimum of 17 years old on or before the first day of the course.

Education:

The minimum educational standard is Junior Certificate or equivalent.

Health:

Learners must be in sufficient health to participate in all aspects of training. If you have any existing medical conditions or health concerns please contact Holistic College Dublin for advice regarding the suitability of the course for you.

The College reserves the right to accept or refuse admission.

2. Course Fees

(a) *Booking Deposit:* Applicants must pay a booking deposit in order to hold a place on the Diploma Course. This deposit is strictly non-refundable.

(b) *Balance of Fees:* The balance of course fees is payable on or before the first day of the course. Payments can be made by instalments in accordance with the college payment plan by prior arrangement.

Where a student does not complete the course, no refund of fees will be given.

3. Attendance

The required attendance time is broken down into sessions – depending on the format of the course a session may be an evening, morning or an afternoon class.

Students are permitted to miss up to six sessions and still be eligible to sit the exams.

In exceptional circumstances such as personal illness, for which a doctor's note must be provided, or bereavement, an allowance of a further three sessions missed may be deemed acceptable, provided the student meets the required level of competency to sit exams.

Note: If students are late for a session or leave before it is finished they will be marked absent for the whole session.

Ideally students should attend all sessions.

4. Course Work

In order to sit the exams, students must complete the following required course work on time:

(a) **Case Studies:** Students are required to do a number of case studies to be eligible to sit their practical exams. Completed case studies must be submitted no later than seven days before the date of the final exams.

Holistic Massage - Twenty case studies (five clients treated four times each)

Sports Massage – Fifteen case studies (five clients treated three times each)

Reflexology - Forty case studies (ten clients treated four times each)

Indian Head Massage - Nine case studies (three clients treated three times each)

C.P.D.'s – Five case studies

Students will not be permitted to sit the exams if any part of the course work is not submitted on time. No exceptions will be allowed.

5. Examinations

Proposed exam dates are provisional and subject to confirmation.

In exceptional circumstances students may be permitted to reschedule the final exams. Notice in writing must be received eight weeks prior to the final exam otherwise the exam fee will be forfeited. The rescheduled exam must be completed within three months of the end of the course.

If a student is unsuccessful in an examination they must re-sit within three months of the original examination. A fee will apply.

6. Conduct on the Course

Students must act appropriately at all times while in the college. Smoking is prohibited on the premises as is the chewing of gum. Mobile phones must be switched off at all times.