**UK COLLEGE OF HOLISTIC TRAINING**

Email info@ukcht.net main site [www.ukcht.uk](http://www.ukcht.uk)

**APPLICATION FORM *for Conscious Courses diploma course***

(Version 2. This form has been updated April 2018 for GDPR)

Title (Miss/Mr/Mrs/Ms/Dr/Other) \_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender Male/Female/you may leave this blank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as you wish it to appear on certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTRY (if overseas) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal or zip code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PayPal email address if different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education, training &/or experience relevant to this course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(continue on reverse or at end of this form if necessary)

Where did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total course fee £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is concessionary fee required? Yes / No (applies to UK only)

**Preferred payment method: PAYPAL / BANK TRANSFER (UK only) / CHEQUE (UK only) / P.O. Money Order (IRELAND)**

**CHEQUE PAYMENTS: Cheques/Irish Money Orders should be payable to M L COURSES. We prefer PayPal or internet banking.**

**DECLARATION:** I apply for the course of study indicated. All details on this form are true and correct. I understand that I am applying for a privately awarded UK qualification which does not have government-recognised accreditation. If the course is privately approved/accredited that information will be given in the course details. I am satisfied that the eventual qualification is suitable for my needs and for the country where I will be working. I have read and understood the Terms of Trading / Refund Policy wording issued with this form and/or on the website [www.ukcht.uk](http://www.ukcht.uk) . I agree to my name and details being kept on computer for record-keeping purposes in accordance with the UK Data Protection Act and/or General Data Protection Regulations. I understand all my details will be kept confidential. . I have read and accept the UKCHT Privacy Policy [www.ukcht.uk/privacy.html](http://www.ukcht.uk/privacy.html) and Terms of Business [www.ukcht.uk/terms.html](http://www.ukcht.uk/terms.html)

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The training providers reserve the right to reject any application without giving a reason. Unsuccessful applicants will have

any payment returned.

**If you wish to be added to our mailing list click here to go direct to our subscription page (powered by MailChimp)**

EMAIL THE COMPLETED FORM to info@ukcht.net

**POSTING THIS FORM? IT NEEDS TO BE ADDRESSED AS FOLLOWS TO ENSURE WE RECEIVE IT PROMPTLY:**

**UK COLLEGE OF HOLISTIC TRAINING
Dept. CC,
27 Old Gloucester Street, London WC1N 3AX, United Kingdom

(Please do NOT address the envelope to “Conscious Courses” or to “M.L. Courses”)**

TERMS OF TRADING

We reserve the right to make changes to the availability, content, tuition fees, set books or any other details of any course at any time. The mention of a course on our website is not a guarantee of availability.  If we receive a payment and the course is not available, a full refund will be made. We reserve the right to refuse admission to any course without giving a reason.

UKCHT/Conscious Courses programmes are presented for educational purposes only. They are not substitutes for psychological or medical care, counselling or psychotherapy.  Please consult your medical doctor if you have a medical problem. If you require counselling or psychotherapy, please consult a qualified practitioner. Students are responsible for their own well-being.  UKCHT is not responsible for the outcome of the use of any technique or material taught in any course.

Compliance with the Consumer Contracts Regulations 2013 and any subsequent applicable regulations: this law and the rights detailed below apply to all transactions within the UK for customers in the UK and the EU, where the customer does not meet the seller in person. Sales from one business to another are not controlled by these regulations. If you are a self-employed professional, and you have enrolled on one of our courses for professional development purposes, we interpret that to be a business-to-business transaction.

The law allows you a 14-day "cooling off" period. During that time you have the right to cancel your contract and to obtain a full refund.  The 14 days will begin from the time you receive our confirmation of your enrolment. During that time you may cancel without a reason. Let us know by email that you wish to cancel. Please also confirm your request by letter sent by regular mail to our postal address in London. If you claim a refund within the 14-day "cooling off" period we will let you have that refund within 30 days. However, the regulations allow that if the order is for specially personalised goods, the right to cancel a purchase does not apply. If, for example, we have arranged an award comprising a personalised certificate, or you are ordering a personalised or made to order product the "cooling off" period will not apply.

Paypal payments will be refunded via Paypal.  Non-Paypal payments will be refunded by the most convenient means at our discretion - normally by cheque or BACS.

If you are outside the UK or EU the Distance Selling Regulations do not apply and there is no statutory requirement for a refund. Please ensure you are committed to the course before you enrol.

CANCELLATIONS OR INTERRUPTIONS AFTER THE COOLING OFF PERIOD After the "cooling off" period, our services will be available for you during your registration period and for any longer period that we have agreed. If you do not exercise your right to use those services, then that does not entitle you to a refund. If you need to suspend your studies for any reason, it is your responsibility to let us know as soon as possible, and we will give you any appropriate advice.  At our discretion, we can decide to lengthen the registration period for a specified time without further charge.

ACCEPTANCE OF APPLICATIONS The acceptance of your application is valid for 7 days during which payment must be made. If we do not receive payment within that period your application will be cancelled and the record destroyed, for data protection reasons. You will need to re-apply later if you wish to join the course at a later date.

WHAT WE PROVIDE The tuition fee for any course in the "Conscious Courses" range includes: Accepting and processing your application. Acknowledging your application. Providing study instructions (these may be provided on the website or by email). Assessing the final essay assignments. Issuing the printed certificate if and when you have successfully completed your course. Advice on further study and/or professional memberships if appropriate, at our discretion.

The tuition fee does not include: The cost of any books or research materials used by the student. Tutorial support ("Conscious Courses" diplomas are by independent study only, without tutorial support). Supplying duplicate certificates or replacing lost certificates.

COURSE CHANGES We reserve the right to make changes to course content, reading lists, syllabi, assessment details and any other particulars at any time.

METHOD OF ASSESSMENT The course essay will be assessed for its adherence to the requested study plan, and for general standard of writing, presentation, readability, quality of discussion and documentation of sources. Essays will be marked on a pass/fail basis. If the student passes the course and and any other specific academic requirements are met and all fees due have been paid, the award will be issued.

TIMESCALES (for Students) Students are expected to complete their Conscious Courses course within the set period of registration for the programme of study. The set period is normally six months. We will make every effort to assess any essay within 7 days, after which the diploma will be awarded on passing the assessment.

FAILING A COURSE A student who fails a Conscious Courses course may re-take it one more time at no further charge. Additional attempts will require extra fees.

BOUNCED CHEQUES AND OTHER FAILED PAYMENTS It is the student's responsibility to ensure that there are sufficient funds in their account before issuing a cheque or other payment.  If necessary please verify the balance by checking with your bank. A fee of £40 will be charged to cover costs and administration time in the event of a payment being dishonoured.

COLLEGE CANCELLATION OF REGISTRATION  The College reserves the right to cancel a student’s registration at any time without notice, or withhold recommendation for an award, without refund if the student is found to do any of the following acts aimed at the College or any of its tutors or linked organizations: misrepresentation of previous qualifications or biographical details, spamming or any form of attack on our computer systems or websites, publishing or making slanderous or libelous statements, trolling on social media, copying any copyright material (including parts of the website and any logos) without written permission, gross plagiarism (copying someone else’s work and claiming it is your own), abusive behaviour, issuing a bouncing cheque and not paying the fees and costs due, expressing racism, hatred or incitement to violence, or any criminal act. In all these matters the decision of the Principal will be final.

APPLICABLE LAW The law applicable to any transaction with UK College of Holistic Training / Conscious Courses shall be the law of England and Wales.

CONSUMER RIGHTS Nothing in this statement is meant to interfere with the student’s consumer rights under UK/EU law.

DATA PROTECTION AND PRIVACY Please see our Privacy Policy at [www.ukcht.uk/privacy.html](http://www.ukcht.uk/privacy.html)

Trading Status

UK College of Holistic Training and Conscious Courses are trading names of M L Berg PhD. UKCHT is registered with the UK government's Register of Learning Providers under Provider Reference Number 10028354 and is accredited by the International Association for Distance Learning.

If you have a complaint

If you have a complaint, please contact the Principal by letter to our London postal address. We will do our best to resolve any matters raised.

Email: info@ukcht.net

Sending this form indicates that you accept our Privacy Policy and Terms of Business. If you would like a PDF copy of these documents before you submit the application form please email us at info@ukcht.net

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ADD ANY OTHER INFORMATION RELEVANT TO YOUR APPLICATION HERE: