

## Conditions of Enrolment for Distance Learning Students

### PLEASE READ CAREFULLY

Please note that in order to study at the Faculty, you must be aged 18 years or over. There is no upper age limit.

### Course Structure

**The Foundation Course** is designed in three modules. Each Foundation module has been designed to take up to six months to complete by distance learning, on the basis of approximately five hours' study per week. The Foundation Course will thus take you up to 18 months to complete, or you can take longer, spreading the modules out over two or more years.

**The Diploma Course** is designed in six modules, comprising Level 1 (Modules 4, 5 and 6) and Level 2 (Modules 7, 8 and 9). Module 7 is available as two optional pathways, 7[R] or 7[T]. Each module has been designed to take six months to complete on the basis of approximately five hours' study per week. If you wish, you can take both Module 7 pathways for which you will have nine months to complete.

It is possible to complete the Diploma Course in three years. However, students may take longer than this choosing to take a break in between modules to take time to absorb the material, deepen their understanding and practise working on charts. And tutors may suggest that a student take a break between levels or modules to develop and practise.

The table below shows the tuition time period allocated to full and part-modules. This study period is given to encourage you to work methodically and complete the module on time, and is designed with both your own and your tutor's best interests in mind.

### Tuition Extensions

If you need more than the allocated tuition period to complete your module, you can apply to the Faculty for an extension to your tuition period. There is an additional cost for this facility. The time periods and fees for module extensions are listed in the table.

Module Type	Original Tuition Time Period	Extension Time Period	Extension Fee
Standard module	6 months	3 months	£50
Both Module 7 pathways combined	9 months	3 months	£50
Interpretation Practice Modules	3 months	6 weeks	£30

**Please note** that you must apply for the extension within six months of the expiry of your original tuition period. If your tuition period has expired, you will not receive further tuition until you have taken out an extension. The extension period will commence from the date of our confirmation to you.

If you are unable to complete a module by the end of the extension period, or if you apply for the tuition extension more than six months after your original tuition period has expired, you will be required to re-register at the full current module price and will be allocated a new tutor. If you re-register within three years of first registering for a module you do not need to repeat any of the exercises you have already completed, although you are welcome to do so if you feel you would benefit from this. Your new tutor will have a record of your progress through the module, and will be happy to work around your needs. If you re-register to complete a module after three years of the initial registration you will need to start it again from the beginning and complete all the exercises.

If you come to the end of your initial tuition period but have not yet completed any of the exercises in your module, we recommend that you consider carefully whether it will be possible for you to complete all the work within the period of the extension. Your tutor has up to two weeks to send you their feedback to each exercise and you will need time to process and benefit from this feedback – rushing through the exercises can put unnecessary pressure on both you and your tutor. In this case, you are advised to consider re-purchasing the module in order to have the benefit of the full tuition period.

If you enrolled on the complete Foundation Course at the discounted price, you are eligible for **one** 3-month extension period *however* this will run immediately from the end of tuition date without the option for a six-month gap and ***must be applied for before your tuition runs out.***

You can take out a 6-week extension for an Interpretation Practice Module but this must run immediately from the end of your tuition date and ***must be applied for before your tuition runs out.***

## **Taking Your Time**

Studying astrology can evoke changes in how we see life and experience the world, and for this reason it is important that you take their time with your studies and view study as a journey rather than a destination. There are times where there is greater studying activity and other times of greater reflection or adjustment, both of which are of immense value. It is important that you take responsibility for managing yourself through this process.

## **Books**

The Reading List for each module suggests background reading for your course and we would strongly encourage you to do as much additional reading around each subject as time allows, since you will benefit from being able to draw on a wide range of material.

There are a few set textbooks which you will need to obtain for some of the modules, as follows:

- ***Raphael's Ephemeris*** (essential set text for Foundation Course Modules 2 and 3).

- An ***Ephemeris for both the 20th and 21st centuries*** (essential throughout the Diploma Course). It is useful to invest in physical copies, but there are online ephemerides available.
- ***The Combination of Stellar Influences*** by Reinhold Ebertin (essential set text if you choose to take the Module 7-R option).
- ***Mundane Astrology*** by Michael Baigent, Nicholas Campion and Charles Harvey (essential set text for Module 8). This is now out of print but a PDF copy of it is available from the Faculty for use by students enrolled on Module 8. Please contact the Director of Studies at [dos@astrology.org.uk](mailto:dos@astrology.org.uk) who will send this to you.

**Please Note:** You are advised to make sure you buy a copy of the set text for your module **before** you enrol on it. Details of specialist astrological outlets for online ordering and worldwide delivery are listed in the 'Essential Books for Purchase' document which you will find on the 'Enrolment' page of the website under the 'Courses' tab: <https://www.astrology.org.uk/courses-overview/enrolment>

## Course Material

Each module comprises a Student Manual accompanied by a series of articles for you to read and exercises for you to complete and send to your tutor. All the articles and exercises have been designed as Adobe Acrobat (pdf) documents, with fill-in worksheets also available as Word documents. When you enrol on a module, you will be given access to a module page on our Online Learning Environment (Moodle), where you will find the course material you need for the module.

## Working on Your Own Chart

Throughout the Certificate and Diploma classes, you will often be required to work on your own birth chart. Partly this is for practical reasons – whenever you learn a new technique or idea, the process of applying it to your own chart can help you engage with the technique or idea more fully. As every student soon discovers, astrology comes alive when you really see it working in your own chart.

But there are also more subtle processes at work. Firstly, as you progress through the modules, you will become increasingly aware of the potential power of astrology as a tool for understanding the character and experiences of another human being – and you will also become increasingly aware that whenever you look at another person's chart, you inevitably see it through the lens of your own personality. Much like the principle in quantum physics which suggests that the act of observation can change the outcome of an experiment, the personality of the astrologer is crucial to the energy and nature of a chart reading, whether this is a simple exercise on a sample chart in the Foundation Course material or the readings you may eventually give to clients as a professional astrologer. Astrological training therefore brings with it the need to develop an awareness of our own personal biases or predispositions, so that we can more effectively bracket these out when we read someone else's chart.

Secondly, astrology encourages a participative process that strengthens as we deepen our relationship with the symbols, eventually bringing us to a deeper understanding of ourselves, of life in general and of our relationship to the cosmos.

The Faculty therefore places a lot of emphasis on the idea that learning astrology is a multi-layered process of growing awareness and personal development, with the work you do on your own chart being central to this process.

If you do not know the exact time of your birth, it is still possible for us to provide you with a birth chart if you know the time to within a few hours – some parts of the chart will be speculative, but as you gain more experience of astrology it should be possible (with the help of your tutor) to narrow this down until you arrive at a chart which feels like a close fit. Alternatively, you can pay a professional astrologer to have your birth chart ‘rectified’, a skilled process of matching significant dates and events to astrological signifiers in order to arrive at a suggested time of birth – if you wish to do this, you will find a list of Faculty-trained astrologers who do rectification work on our website at [www.astrology.org.uk](http://www.astrology.org.uk)

If you do not know your birth time, you should indicate this on the enrolment form, so that your tutors are aware of it.

## **Your Tutor**

Your tutor’s aim is to ensure that you have a rewarding and individually supported learning experience. He/she will support you throughout each module, give feedback on your exercises, suggest extra reading, provide specific examples and generally ensure that you have all the guidance you need to successfully complete each module.

Your tutor will contact you within a few days of your initial enrolment on the module. As you complete each exercise, you should send it to your tutor who will send you their feedback in return, often within three to four working days but definitely within two weeks of receiving your work.

**Foundation Course:** You will be allocated the same tutor for all three modules of the Foundation Course, since this gives you and your tutor a chance to develop a good working rapport.

**Diploma Course:** You will be allocated a new tutor for each Level of the Diploma Course as follows:

- Level One - Modules 4, 5 and 6
- Level Two - Modules 7, 8 and 9

A change of tutor between levels allows you to experience different tutoring styles and approaches to astrology over the duration of the course, thus broadening your understanding and encouraging you to develop your own astrological methodology.

**Please note** that our modules are designed to be tutor-supported throughout, so that your astrological knowledge and practice can develop consistently and soundly. Try to work methodically throughout your six months’ tuition period, submitting your exercises one at a time as you work through the modules. If you submit several exercises at once or wait until the end of your tuition period before submitting all of your exercises, you will not be able to benefit fully from your tutor’s feedback and any misunderstandings may be compounded, leaving very little opportunity or time for your tutor to do their job properly.

### Working towards the Certificate and Diploma

The Faculty's courses and exams allow you to accumulate credits as you work through your studies. You will automatically receive 20 credits when you complete each module, whether studied at London Classes, by Email Distance Learning, Online Classes, or at Summer School. **In order to receive the credits for the module the exercises must be fully your own work.**

In addition to the module credits, you will receive 60 credits when you pass each of the interpretation exams – Certificate, Intermediate and Advanced – making a total of 360 credits required to obtain the Diploma qualification, as follows:

#### Foundation Course leading to the Certificate

<b>Module 1</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 2</b>	<b>20 credits</b>	
<b>Module 3</b>	<b>20 credits</b>	
<b>Certificate Interpretation Exam</b>	<b>60 credits</b>	

#### Diploma Level One

<b>Module 4</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 5</b>	<b>20 credits</b>	
<b>Module 6</b>	<b>20 credits</b>	
<b>Intermediate Interpretation Exam</b>	<b>60 credits</b>	

#### Diploma Level Two

<b>Module 7</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 8</b>	<b>20 credits</b>	
<b>Module 9</b>	<b>20 credits</b>	
<b>Advanced Interpretation Exam</b>	<b>60 credits</b>	

**In order to gain the credits, you are required to complete all of the exercises contained within the module.** Your tutor will give feedback on each exercise, making useful comments and suggestions to

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broaden your understanding. Occasionally your tutor may ask you to repeat an exercise, or part of an exercise, to ensure that you have understood the material, before moving on.

Module credits will expire after 6 years unless you validate them by passing the relevant exam at that level. In other words, if you have obtained all Foundation Course module credits, you will need to pass the Certificate Interpretation Exam within six years of completing Module 3 in order to validate these credits. The same system of validation applies to Levels One and Two of the Diploma course.

For details of the credits system and gaining the Faculty's Diploma, go to [www.astrology.org.uk/examinations](http://www.astrology.org.uk/examinations) and download the 'Exam Rules and Regulations' document.

### **Exceptional Circumstances**

There may be times when exceptional circumstances such as bereavement or severe illness can impact your ability to continue with your studies. If this arises, we will consider a request to freeze your tuition time for a period of between 3-6 months. You should discuss this first with your tutor and your request is determined by the Head Tutor.

### **No Pressure!**

There is no pressure on you to take any of the examinations. Whether or not you intend to take the examinations with a view to becoming a qualified astrologer, our nine modules provide a structured and comprehensive astrological education in themselves. The exam process however is a valuable learning process in itself which some students can benefit from significantly.

### **English as a Second Language**

Students will need a good standard of reading, writing and speaking English to be able to take the course. If you are unsure of this, you can check your language on the following university access website: <http://www.open.ac.uk/courses/do-it/english-skills>. If you need to develop your language skills we advise that you take an English language course first.

### **Privacy and Protecting your Confidentiality**

Your tutor will respect your privacy at all times, and any work you submit will be treated as strictly confidential between yourself and your tutor. The only exception to this rule is when the Head Tutor occasionally requests examples of the tutor's work for purposes of monitoring tuition standards. In such cases, any communication between yourself and your tutor will be kept confidential by the Head Tutor.

Furthermore, Faculty tutors are under an obligation to keep all tuition records and material in a safe place, and all such material held by your tutor will be destroyed three months after each level of study has been completed or after three years if a level is not completed.

Tutoring records held centrally will be destroyed after you have successfully completed the requisite level exam or otherwise where the level is not completed will be destroyed after 10 years.

## Keeping your Coursework

It is your responsibility to keep copies of any coursework and tutor feedback. Your coursework will not be retained by your tutor for longer than three years.

## Enrolling on Module 9

Students who attend Module 9 are required to conduct a 'live' chart consultation with a client, present the session in the class, and carry out a second session where they submit the review and recording to their tutor for feedback. Conducting a reading with a client requires a secure knowledge of forecasting and synastry techniques, as well as a sensitive and empathetic approach to chart work. For this reason, Module 9 is only open to students who have completed Modules 1-7.

## Right to Cease Tuition

In the unlikely event that the Faculty considers it not to be in the best interest of a student or the school to continue to provide tuition to a student we will arrange with the student to end the ongoing provision of tuition.

## Refund Policy

You have the right to cancel within 14 days of purchase. However, as your tuition will have started within 14 days of purchase, you are not entitled to a full refund but we will consider each case individually. Tuition starts on receipt of your registration letter.

To request a refund, you must contact us by email at [info@astrology.org.uk](mailto:info@astrology.org.uk) and each case will be considered individually. If a refund is agreed, a £50 administration fee will usually be charged and the refund will be processed within 5 working days.

## Student Registration Fee

The Faculty is a non-profit making organisation and exists for the purpose of providing courses of study and exams for its students. It is a Company Limited by Guarantee. Payment of the Student Registration fee and subsequent re-enrolment on any course of study constitutes agreement to the following clause:

*I understand that by making this application, I am agreeing to become a member of the Faculty of Astrological Studies, a Company Limited by Guarantee, and understand that in accordance with its Articles of Association every member undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets in the event of a Winding Up whilst they are Members or within one year after their membership ceases.*

Payment of the Student Registration fee means that you become an Associate Member of the Faculty for the entire period of your studies with us, unless you take a break of more than one year.

Associate Membership status entitles you to attend our Annual General Meeting in November.

If we do not hear from you for over a year, your Associate Membership of the Faculty will cease, although you will still be eligible to receive regular information from us about Faculty events.

Whether or not your Associate Membership has expired, as a past registered student of the Faculty you will always be able to enrol on further modules, take exam papers and attend Faculty Summer Schools at the student price in future and will not be expected to re-register. If you do enrol on a further module or exam paper, you will once again qualify for Associate Membership status unless you again take a break of more than one year from the date of your last enrolment.

A Copy of the Articles of Association can be found on the Faculty website. In addition, as an Associate Member you are entitled to request a copy of the Faculty's abbreviated Annual Accounts – if you wish to receive a copy, please write to our Finance Officer Susan Lioni at [susan.lioni@astrology.org.uk](mailto:susan.lioni@astrology.org.uk)

### **Student Feedback**

A Student Feedback Form will be sent to you at the end of each module. We would be very grateful if you would take a few minutes to complete this form and email it to the Head Tutor, at [feedback@astrology.org.uk](mailto:feedback@astrology.org.uk). This will greatly help us to continue to improve our material and method of tuition, with a view to ensuring that your studies are as fruitful and enjoyable as possible.

For any queries about your ongoing studies at the Faculty, please write to the Head Tutor at [head.tutor@astrology.org.uk](mailto:head.tutor@astrology.org.uk)

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