

Conditions of Enrolment for Workshop Participants

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.

The Faculty reserves the right to cancel a Workshop if it attracts an insufficient number of students. In this unusual event, the Faculty will refund your fee in full. No refunds will be paid on delegate cancellations.

Your Operating System and Browser

The Faculty uses Zoom Meetings software to host its online classes and workshops.

Before you enrol for the first time check the *System Requirements for Zoom*, on the Zoom website:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-andLinux>

to make sure your system will work with Zoom. The Faculty will not refund fees to students who cannot join the course because their system does not support Zoom.

Joining the Workshop

You can join the workshop using a laptop, either Windows or Mac. We advise you not to join using a phone – the sessions will include slide presentations and the material will be difficult to see on a very small screen.

You will need the following:

- Good internet access
- Webcam
- A good quality built-in microphone or external head-set

The Faculty will do its best to ensure the sound quality is consistently good, however this is partly dependent on the quality of your broadband connection and audio.

When you first enrol, you will be sent an email confirming your enrolment and containing instructions for joining and participating in the workshops. These instructions can also be downloaded from the Faculty's Online Classes webpage at:

<https://www.astrology.org.uk/online-classes>

Before each session, you will be sent a link by email which allows you to enter that particular session. Please make sure you access the classroom 10-15 minutes before the start time, as each session will begin promptly at the appointed time.

In the Workshop

At all times in the workshops students are requested to keep their cameras switched on. When you wish to speak, you should turn on your mic and switch it back off when you are finished, to avoid background noise.

Recordings

The teaching section of each workshop is recorded. The interactive section which involves student participation, will not be recorded. After each session, students will be able to access the recordings but not download them, for 30 days.

The Faculty Approach to Teaching

The astrology taught by the Faculty uses a psychological approach. Students enrolling on the workshops need to be familiar with this approach as the tutor will not have time to introduce it during the workshops. If you are not a current Faculty student and are unsure if you should enrol, you can email the Online Learning Manager for more information at: online@astrology.org.uk

Charts Used in the Workshops

The tutor is at liberty to use such material to illustrate the workings of astrology as is deemed appropriate for that workshop. This can include (for instance) notable or notorious people of history as well as historic events steeped in debate, controversy or revision. Use of such material is not to be deemed as necessarily countenancing the moral values, practices, identifications, prejudices, attitudes, lack of inclusivity or deeds of the past or present, or of any culture.

The tutor is also at liberty to employ technical astrological terms and pronouns that are in general and accepted usage within the astrological tradition or system practised by the tutor. These clarifications are made in full cognisance of contemporary race, gender, cultural and age sensitivities. This will be reflected in the selection, presentation and tone of course or seminar material.

If the right of the tutor to select relevant material as detailed above is not respected, a student may be required to leave a workshop to avoid the disruption of the learning experience for other students. If this happens, the student in question will **not** be eligible for a refund of the fees for that set of workshops.

Your Tutor

Your tutors' aim is to ensure that you have a rewarding and individually supported learning experience. They will support you throughout the workshops, suggest extra reading, provide specific examples and generally ensure that you have all the guidance and feedback you need in response to any contributions you make during the interactive part of the workshops.

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.

Refund Policy

No refunds are payable unless you can prove exceptional circumstances or you have purchased a course 14 days prior to starting the tuition. In this case, you are entitled to a full refund if the tuition has not started or to a partial refund if the tuition starts within this 14-day period.

To request a refund, you must contact us by email at info@astrology.org.uk and each case will be considered individually. If a refund is agreed, a deduction of £50 may be made to cover administrative costs and the refund will be processed within 5 working days.

Student Feedback

A Student Feedback Form will be sent to you at the end of each set of workshops. We would be very grateful if you would take a few minutes to complete this form and email it to the Online Learning Manager at online@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 studies at the Faculty, you can write to the Head Tutor at head.tutor@astrology.org.uk

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