

## Conditions of Enrolment for Distance Learning Students

### PLEASE READ CAREFULLY

Please note that in order to study at the Faculty, you must be 18 years of age 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, based on 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, 6) and Level 2 (Modules 7, 8, 9). Each module has been designed to take six months to complete based on approximately five hours' study per week. It is possible to complete the full Diploma Course in three years. However, students often take longer than this, choosing to take a break between modules to take time to absorb the material, deepen their understanding, and practise working on charts. Tutors may recommend that a student take a break between levels or modules to develop and practise.

### Course Material

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. Each module includes a Student Manual accompanied by a series of articles for you to read and exercises for you to complete and send to your tutor. Some modules, especially in the Foundation Course, also contain supplementary videos for you to watch. All the articles and most exercises have been designed as PDF documents, with fill-in worksheets also available as Word documents. You are expected to submit your exercises to your tutor as email attachments in the form of .doc, .docx, or .odt, so please ensure your computer is suitably equipped prior to enrolling.

### Your Tutor

Your tutor's aim is to ensure that you have a rewarding 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.

As you complete each exercise, you should send it to your tutor who will send you their feedback in return, **often within four working days, and always within two weeks at most.**

Strive to work methodically throughout your module, submitting exercises one at a time as you complete them. If you submit several exercises at once or wait until the end of your tuition period before submitting all your exercises, you will not be able to benefit fully from your tutor's feedback. Misunderstandings may be compounded, leaving very little opportunity or time for your tutor to do

their job properly. 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.

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. You will be allocated a new tutor for Diploma Level 1 (Modules 4, 5, 6) and yet another new tutor for Diploma Level 2 (Modules 7, 8, 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.

### **The Complete Foundation Course**

Rather than enrolling on Modules 1, 2, and 3 separately, you have the option of purchasing the Complete Foundation Course. Doing so gives you a tuition period of 18 months to complete all three modules. You can 'bank' tuition time as needed. For example, if you take only 4 months to complete Module 1, and 5 months to complete Module 2, you are left with 9 months to complete Module 3 rather than the usual 6 months. Should you not complete all three modules in the 18 months provided, you may purchase one Tuition Extension (see below).

#### **Benefits of enrolling on Modules 1, 2 and 3 separately**

- You can pause your studies between modules if desired.
- You have the option of purchasing up to three extensions if needed – one per module.

#### **Benefits of enrolling on the Complete Foundation Course:**

- You can 'bank' unused tuition time as described above.
- You save £65 compared to purchasing Modules 1, 2, and 3 separately.

### **Practice Modules**

At the end of each level of study, we offer an optional Practice Module. After Module 3, you may enrol on the Foundation Practice Module, which reviews all the stages of preparing a written chart interpretation – a significant portion of the Certificate Exam. After Module 6, you can enrol on the Intermediate Practice Module, gaining valuable experience to prepare for the Intermediate Exam. After Module 9, you may enrol on the Advanced Practice Module, giving you further experience in carrying out a consultation with a client, which is a core part of the Advanced Exam.

You may enrol on a Practice Module as many times as you like, using a different chart each time, and generally having a new tutor each time.

You are allotted 3 months in which to complete a Practice Module, with the option of purchasing one extension if needed (see below).

## Tuition Extensions

If you need more than the allocated time to finish your module (or to finish the Complete Foundation Course), you can purchase ONE extension to your tuition period.

	Original Tuition Period	Window in which to apply	Extension Period	Fee
Standard Module (1 to 9)	6 months	6 months	3 months	£56
Complete Foundation Course	18 months	6 months	3 months	£56
Practice Module	3 months	3 months	6 weeks	£36

**Example:** Let's imagine you didn't quite finish Module 1 and your original tuition period expired on 25<sup>th</sup> January. You have until 25<sup>th</sup> July in which to purchase an extension. If you purchase the extension on 1<sup>st</sup> May, you will have until 1<sup>st</sup> August to complete any remaining exercises in the module. Between 25<sup>th</sup> January and 1<sup>st</sup> May, your tutor cannot assist you.

**Caution:** If you come to the end of your initial tuition period but have not yet completed a large portion 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. Remember that 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.

## Didn't finish in time?

If you do not purchase the tuition extension during the window of time provided, or if you are unable to complete a module by the end of the extension period, you must re-register for your module at the full current price, and you 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.

## 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 your time with your studies, and that you view the experience as a journey rather than a destination. During the process, there will be times of 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 for 2023*** is an essential set text for Modules 2 and 3. If you live in a country where it is difficult or impossible to purchase this, please inform your tutor.
- An ***Ephemeris for both the 20th and 21st centuries*** is 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 is required for Module 7.
- ***Mundane Astrology*** by Michael Baigent, Nicholas Campion and Charles Harvey is an essential set text for Module 8. This is currently out of print but a PDF copy of it is available for use by Faculty 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.

You are advised to acquire any set text for your module *before* enrolling.

## 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, yet, as you gain more experience with astrology, you may find that you can 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 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 at <https://astrology.org.uk/consult-an-astrologer>

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

## **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 through London Classes, Distance Learning via Email, Online Classes, or at Summer School. In addition to the module credits, you will receive 60 credits when you pass each of the corresponding exams, 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 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 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 Exam</b>	<b>60 credits</b>	

**In order to gain the credits, you are required to complete all the exercises contained within the module, and the work must be fully your own.** Your tutor will give feedback on each exercise, making useful comments and suggestions to broaden your understanding.

Module credits will expire after 6 years unless you validate them by passing the relevant exam at that level. In other words, once you have obtained all Foundation Course module credits, you will need to pass the Certificate Exam within six years of completing Module 3 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, see **Exam Rules and Regulations:** <https://astrology.org.uk/exam-rules-and-regulations/>

### **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 to 6 months. You should discuss this first with your tutor. Your request will then be forwarded to the Head Tutor for consideration.

### **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 is a valuable learning process in itself from which students can benefit 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. 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 samples 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. Tutoring records held centrally will be destroyed after you have successfully completed the requisite level exam or otherwise may be destroyed after 10 years.

### **Keeping your Coursework**

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

### **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 of a Distance Learning module. However, as your tuition period will have started on the receipt of your registration letter, you are not entitled to a full refund. We will consider each case individually. To request a refund, you must contact us by email at [info@astrology.org.uk](mailto:info@astrology.org.uk). If a refund is agreed, a £50 administration fee will usually be charged. 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 Susan Lioni, our Finance Officer, at [susan.lioni@astrology.org.uk](mailto:susan.lioni@astrology.org.uk)

### **Student Feedback**

A Student Feedback Form is provided 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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