

Conditions of Enrolment for Supervision 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 supervision session if it attracts an insufficient number of students. In this unusual event, the Faculty will refund your fee in full.

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 Session

You can join the session 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 session. These instructions can also be downloaded from the Faculty's Online Classes webpage at: <https://www.astrology.org.uk/online-classes>

Before the session, you will be sent a link by email which allows you to enter the session. Please make sure you access the classroom 5-10 minutes before the start time, as the session will begin promptly at the appointed time.

Conditions of Enrolment – Supervision Participants

Preparation before the Session

You will need to prepare before the supervision session and present your case study in the session. Guidance notes for this will be sent to you on registration.

Permission

You are required to gain permission from your client to present your work with them in the supervision. This is presented anonymously without name or chart data.

Confidentiality

Confidentiality is an important ethical requirement in practice. You agree to respect client confidentiality in not sharing their name or chart data in the session and agree to treat any content shared in the session confidentially.

Examinations

You cannot use a supervision session for work on your Diploma Exam which must be your own independent work.

In the Session

At all times in the sessions 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

Supervision sessions are not recorded.

Refund Policy

No refunds are payable unless you can prove exceptional circumstances or you made the purchase more than 14 days prior to the event. In this latter case you are entitled to a full refund, or to a partial refund if it is scheduled to take place 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.

For any queries about your studies at the Faculty, you can write to the Head Tutor at head.tutor@astrology.org.uk

Faculty Copyright – All Rights Reserved

All the Faculty Copyright material is made available to you on the understanding that it is for your own personal learning purposes only. You may install the material on your hard drive and you may print it out for your own use, but you may not reproduce or republish or pass on the material or any part of it to anybody else without first receiving written permission from the Faculty of Astrological Studies.