

Application & Enrolment Policy

Enrolment forms the basis for a legal contract between the student and BeeLeaf Institute. In order to become a student, it is necessary to enrol.

SCOPE

This policy applies if a student has received pre-study resources of any kind for an individual unit of training before commencement of face to face training for that unit, either online or in person. This policy does not apply when a student has already commenced face to face training, either online or in person for that individual unit.

Submission of an application form or payment does not constitute an enrolment. Enrolment happens when we send confirmation of a place on a specific unit of training.

DEFINITIONS

Application and Enrolment is the process through which you:

- Agree to be a student at BeeLeaf Institute;
- Indicate your agreement to abide by the Institute's Codes of Ethics, regulations, policies & procedures unless otherwise specified;
- Indicate your agreement to pay all relevant fees;
- Agree to be placed on the BeeLeaf Register; Community for Contemporary Psychotherapy (CCP) unless otherwise specified;

Application and Enrolment is the process through which we:

- Assess whether our training is suitable for your needs and expectations;
- Decide whether you fulfill our entry requirements;
- If appropriate, agree to enrol you on specific unit(s) of training;

FINANCIAL LIABILITY

A student's enrolment constitutes acceptance of the financial liabilities of the unit of training they are undertaking. This is the case even when the student is sponsored, i.e. the student retains the liability for fees when a third party is expected to meet the costs. The student accepts that their enrolment and continued participation on a course is dependent on payment of the relevant fees in full. A certificate can only be awarded when full payment has been received.

SUITABILITY FOR TRAINING

The BeeLeaf Diploma/Advanced Diploma pathway is designed to be both flexible and progressive in stages appropriate to each trainee's existing training and experience, their practical considerations and ongoing achievements. However, this aim of supportive flexibility shall not be used to compromise our standards and duty of care towards trainees and members of the public.

The decision to enrol an Applicant onto a unit of training with BeeLeaf is based on verbal and written communication with the Applicant. This includes communications via telephone, video link, email correspondence, attendance of Taster Sessions and other open events, written application, interview and where applicable, progress on existing unit(s) of training with BeeLeaf.

ENROLMENT ON MORE THAN ONE UNIT OF TRAINING

When necessary, prior units of training that lead on to later advancement of training must be enrolled on and sometimes completed before applying for the advanced units. Enrolment on any one unit of training does not imply automatic right to enrol on other units of training. The following requirements must also be met:

- Assessments for any unit(s) of training on which a student is currently enrolled need to be successfully engaged with or completed.
- Some later units of training, such as *Clinical Practice and Comparative Psychotherapy*, require participation in an induction tutorial prior to enrolment. This is to discuss and reflect on readiness to proceed to work within professional protocols and stage appropriate limits of practice. Successful participation in this induction includes a willingness to engage in review of areas of challenge.
- Payment of fees for units of training on which a student is already enrolled must be up to date.

BeeLeaf reserve the right to not accept a person for a unit of training for which they are considered to not be currently suitable.

FRAUDULENT & MISLEADING INFORMATION

If following the offer of a place we discover that an applicant has provided false or misleading information (verbal or written) to gain enrolment onto a BeeLeaf unit of training or to be credited for learning achieved elsewhere (APL) the offer of a place may be immediately rescinded, and any fees paid minus the application fee will be refunded.

If the Applicant is already officially enrolled on a BeeLeaf unit of training but has not yet commenced training or received any learning materials the enrolment may be annulled, and any fees paid minus the application fee will be refunded.

In cases where the Applicant has already commenced training or has received learning materials enrolment may be annulled and there may be no refund of the full fee.

If following enrolment onto a unit of training, the student reveals expectations for changes in the terms of the offer made at the time of enrolment, this will be raised with the student as a matter of urgency. If after such discussion, which would normally be in writing, the student persists with expectations that are contrary to the terms of enrolment and therefore withdrawing acceptance of the contract of enrolment, their place will be annulled and all fees for that unit including any application fee, will be refunded.

The Applicant or former Student may appeal the decision within 10 working days of written notification being issued only if new and sufficient evidence can be provided to prove the decision of BeeLeaf was unwarranted. This must be done using the Admission Complaints & Appeals Procedure within this policy or the Complaints Procedure if already officially enrolled.

ADMISSION COMPLAINTS & APPEALS PROCEDURE

BeeLeaf aims to treat all Applicants in a fair, helpful and transparent manner. If during the application stage we believe that our training is not suitable for an applicant we may suggest alternatives.

An Applicant can only appeal a decision by BeeLeaf not to offer a place on a unit of training if there is evidence of any procedural irregularity that would have negatively impacted the application process, or if there is evidence of any behaviour or decision that was not aligned with the BeeLeaf Policy on Diversity & Inclusion.

If following submission of a written application an applicant has a concern about the way in which their Application was dealt with they can utilise the Complaints Procedure below. Frivolous, malicious or vexacious complaints will not be processed.

Informal Stage

Applicants should identify the specific issues about which they are dissatisfied and email these details to info@beeleaf.com within 7 working days of receipt of the outcome of the application. BeeLeaf will normally respond to this email within 10 working days.

Formal Stage

If the Applicant is not satisfied with the outcome of the response at the Informal Stage a letter of formal complaint should be sent to the Complaints Administrator, BeeLeaf Institute for Contemporary Psychotherapy, 34 Grove Rd London E3 5AX. The letter should explain how the Applicant remains dissatisfied following the Informal Stage of the Complaints procedure and the desired outcome. Any relevant evidence should accompany the letter.

A Complaints Officer will investigate the complaint fully with the assistance of staff where relevant and appropriate. The Complainant will normally be sent the outcome of the investigation within 20 working days by the Director of BeeLeaf whose decision shall be final.