Reiki Tradition

Course Case Study and Presentation Policy

Reiki Tradition Terms & Conditions

These Terms and conditions apply to your contract with Reiki Tradition when you enrol onto one of our Accredited Reiki Courses. We believe that they are fair and clear. Please read the notes below carefully.

Reiki Tradition is your Accredited Reiki Training Provider.

1. It is our policy when you book a course with us to provide you with training towards an Accredited qualification in Reiki.
2. All our Reiki Courses are an Academic Degree in a Reiki Professional Qualification.
3. All our Courses meet the syllabus standards of the Qualifications Credit Framework (QCF), the Core Curriculum and the Standards and Code of Conduct as set out by the Federation Of Holistic Therapists (FHT).
4. All Courses have been Accredited by the FHT.
5. All Reiki Tradition Accreditation Certification can be viewed upon request.
6. All case study forms will be supplied by us.
7. Upon receiving the completed case study form(s) as per Section 10 below, we will arrange a presentation evening for certification.
8. The presentation will usually be held on a Sunday evening from 7.00pm until 9.00pm (two hours):

    a) for Reiki 1st Degree students within 5 weeks of completing the course;

    b) for Reiki 2nd and 3rd Degree students within 8 weeks of completing the course.

Your Commitment to us:-

When you book onto any of our Courses you agree to all our terms and conditions as in the policy set out by us.

9. Attend for the duration of the course.

   a. Reiki 1st Degree two consecutive days, 10.00am until 5.15pm usually 14.30 hours.

   b. Reiki 2nd Degree two consecutive days, 10.00am until 5.15pm usually 14.30 hours.

   c. Reiki 3rd Degree four consecutive Monday evenings, 7.00pm until 9.15pm. Then Friday and Saturday evening, Friday 7.00pm until 10.30pm Saturday 7.00pm till 11.30pm. Duration of course usually 17hours.

   d. Presentation evening 7.00pm until 9.00pm.

10. To comply with the continuing course work with case studies these being:-

   a. Reiki 1st Degree self-healing 1 case study to be returned within three weeks (self).

   b. Reiki 2nd Degree healing 3 case studies to be returned within six weeks (same person).

   c. Reiki 3rd Degree healing 3 case studies to be returned within six weeks. (same person).

11. Upon returning the case study form(s) as per Section 10 above. We ask that you attend a presentation evening as per Sections 7 and 12. This evening will comprise of:-

   a. Meet and Greet with tea / coffee.
   b. A welcome introduction to the evening.
   c. A review of each students progress since completing the course.
   d. A review of the students' case study forms and feedback.
   e. Question and Answer session.
   f. Presentation of certification (including photographs).
   g. Close.

12. Attend the presentation evening which is the completion process of your selected course.

13. Failure to return forms on time.

1. The student will **not** be awarded Accreditation / certification and no Diploma Certification will be issued unless the student can arrange and keep to one of the agreements below.

   a. A time schedule of three additional weeks, after the submission date as per Section 10 above, case study forms may still be submitted for accreditation process within this time frame. The student **must** notify Reiki Tradition of a proposed late submission.

   b. After a duration of 3 additional weeks as per Section 13 (a) above, no forms are submitted (and the student hasn't notified us), the students accreditation will be cancelled.

   c. If the student as per Section 13 (b) still hasn't submitted any case study forms, but still wishes to be accredited, then the student will be required to attend the next Course (equivalent to the course the student originally undertook. This course will be charged at a reduced rate of 75%. This fee will cover all course materials and admin charges and will allow the student to re-cap on course content / knowledge.

14. Cancellation of Presentation.

1. Although we do our utmost to keep to the dates we set, sometimes due to situations beyond our control, we have to change the dates of the Presentations.

   a. We will arrange a date to the nearest possible 'next Sunday' to the one set in the event of a cancellation.

   b. We will give you, the student, as much notice as possible of any new dates(s).

   c. We will try to keep times as per the original presentation 7pm until 9pm in the event of any change.

   d. We will also try to contact all the students to see if the new date is acceptable as it's nice to keep all students together wherever possible.

15. If the Student Cannot Attend the Presentation:-

1. We thoroughly understand that for many reasons a student may not be able to attend the presentation and may have to cancel. We must make it clear the presentation is part of the course the student attended. (see Section 9 (d)). This is the section of the course where the student officially becomes accredited upon receiving certification. Students therefore have to attend a presentation.

In such circumstances we will:-

a. Provide the student with the dates of our next presentation.

b. Offer a 2nd presentation date.

2. If no presentation date is selected then Reiki Tradition will dispose of certificate / presentation items after a 12 month period has elapsed.

16. **Privacy Notice**

Training is provided in accordance with the General Data Protection Regulations issued on 25th May 2018 and in accordance with our Privacy Notice.
As part of these terms and conditions you are required to have accessed and have read the Privacy Notice via either of the following web-links:

www.reikitradition.me.uk/privacy-notice
www.accreditedreikicourses.co.uk/privacy-notice

17. Review

1. This policy is reviewed regularly and updated as required.

a. Adopted on.....[1st June 2016]

b. Last reviewed.....[16th January 2019]

c. Author.....[Mr M R Thirlwell]

Acceptance
Agreement for Accredited Reiki Course

Course Provider: Reiki Tradition, 176 Oldham Road, Springhead, Oldham, Lancashire, OL4 5SJ

Student Name Attending: .....

Student Accredited Number: ….....

I, the above named student, have read, understand and agree to the attached Terms & Conditions of Reiki Tradition (16th January 2019). I acknowledge that the attached terms and conditions are incorporated into my Accredited Reiki Training Course with Reiki Tradition (my Accredited Reiki Training Provider).

NB. Your Diploma / status as an Accredited Reiki Practitioner requires you to attend the Presentation evening (see Section 9 (d) of the T&C's).

Date: ----------/----------/----------

Name: ----------

Signature: ----------

<u>Student Copy to keep attached</u>

Acceptance
Agreement for Accredited Reiki Course

Course Provider: Reiki Tradition, 176 Oldham Road, Springhead, Oldham, Lancashire, OL4 5SJ

Student Name Attending: .....

Student Accredited Number: ….....

I, the above named student, have read, understand and agree to the attached Terms and Conditions of Reiki Tradition (16th January 2019). I acknowledge that the attached terms and conditions are incorporated into my Accredited Reiki Training Course with Reiki Tradition (my Accredited Reiki Training Provider).

NB. Your Diploma / status as an Accredited Reiki Practitioner requires you to attend the Presentation evening (see Section 9 (d) of the T&C's).

Date: ----------/----------/----------

Name: ----------

Signature: ----------

Reiki Tradition Copy please tear off and hand back.

Notice To Students

The General Data Protection Regulation (GDPR) comes into effect on 25th May 2018 and we are issuing a Privacy Notice in accordance with this regulation. Detailed guidance on this regulation can be found at www.eugdpr.org

Our Privacy Notice can be found at :-

- www.reikitradition.me.uk/privacy-notice

The Privacy Notice can also be found by typing the above website URL into any web browser. Then look under the "**About Us**" Tab found at the top of each website.

Reiki Tradition are required to seek your consent to re-confirm that you are still happy to be contacted and for us to store and use your personal information in accordance with the GDPR of 25/05/18.

Update your preferences:

I have read the Reiki Tradition Privacy Notice. Please indicate if you are happy to continue receiving emails and to give your consent for us to store your personal information in accordance with the said Privacy Notice.

☐ Yes ☐ No

Signed: …..... Print Name: ….....

Date:.....

Please select "YES or N0, Sign Print and Date then kindly return to Reiki Tradition.