



# Place2Be Professional Qualifications Terms & Conditions

*These terms and conditions were last amended November 2019.*

## 1. Taster Days

**1.1.** You have a period of **14 (fourteen) calendar days** in which you may **cancel** your course, starting from the day you receive the Booking Confirmation. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course. All cancellation requests must be made **in writing** to [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk).

**1.2.** You must inform us at least **7 (seven) calendar days** before the start date of your course if you would like to transfer to another date. All transfer requests must be made **in writing** to [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk). Failure to give us notice means you will have to rebook and pay for a new Taster Day date.

**1.3.** You may transfer once from your original booking date. The new transfer date should be no later than 6 (six) months after your initial Taster Day Date. After this you will have to make payment for the next course that you book onto.

**1.4.** Under certain circumstances we may agree to refund fees or to a transfer. This is entirely at the discretion of Place2Be and not guaranteed.

**1.5.** If you do not complete the full day you will not be eligible to apply for our other courses (Level 2, 3 or Postgraduate Diploma).

**1.6.** Taster Days are valid for 12 months, and any follow on courses should be started within this period. Beyond this you may be required to attend another Taster Day. Any exceptions are at the discretion of Place2Be.

## 2. Level 2 Award in Counselling Skills for Working with Children

**2.1.** You have a period of **14 (fourteen) calendar days** in which you may cancel or transfer course, starting from the day you receive the Booking Confirmation. If you cancel within this period you will be entitled to a full refund of fees paid. Outside of this period you will not be entitled to any refund of fees paid if you wish to cancel your place on the course. You will also be unable to transfer onto any future course except in

exceptional circumstances and at the discretion of Place2Be. All cancellation or transfer requests must be made in writing to [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk).

**2.2.** Under no circumstance can you interchange between groups during the course.

**2.3.** If you choose to leave the course or are expelled from the course at any point you will be liable to pay for the entire course fee.

**2.4.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**2.5.** If you know in advance that you are unable to attend any of the days over the period of the course, please apply for a different course where you are available on all the dates.

**2.6.** In the case of unforeseen circumstances learners are permitted to miss a maximum of one session **except sessions 1 and 7**, which are compulsory. Failure to attend these sessions will result in you being asked to leave the course. Should this happen, you will be required to pay any outstanding course fees

**2.7** New dates for course transfer or hold requests should be no later than six months after your initial course date. Beyond this time you may be required to rebook and pay for your course. Any exceptions are at the discretion of Place2Be.

### **3. Level 3 Certificate in Counselling Skills for Working with Children**

**3.1.** Places are allocated on a first come, first served basis upon receipt of your deposit and registration form. You will be sent a Booking Confirmation when your place has been secured.

**3.2.** You have a period of **14 (fourteen) calendar days** in which you may **cancel or transfer** course, starting from the day you receive the Booking Confirmation. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course. You will also be unable to transfer onto any future course except in exceptional circumstances and at the discretion of Place2Be. All cancellation or transfer requests must be made **in writing to** [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk).

**3.3.** Once you have paid the deposit you are liable to pay the entire course fee. This also applies if you elect to leave the course once it has started. Any exceptions to this are at the discretion of Place2Be.

**3.4.** Under no circumstance can you interchange between groups during the course.

**3.5.** If you choose to leave the course or are expelled from the course at any point you will be liable to pay for the entire course fee.

**3.6.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**3.7.** If you know in advance that you are unable to attend any of the days over the period of the course, please apply for a different course where you are available on all the dates.

**3.8.** In the case of unforeseen circumstances, learners are permitted to miss a maximum of two sessions **except sessions 1 and 14**, which are compulsory. Failure to attend these sessions will result in you being asked to leave the course. Should this happen, you will be required to pay any outstanding course fees.

**3.9** If you choose to leave the course after it has started, Place2Be can hold your application for up to two terms. Beyond this time you will be expected to re-apply and re-interview. Any exceptions are at the discretion of Place2Be.

## 4. Level 4 Certificate in Counselling Children

**4.1.** Places are allocated subject to suitability and upon receipt of your application form, tutor or supervisor references (whichever is applicable) and attendance at one of our Level 4 Orientation Evenings.

**4.2.** You have a period of **14 (fourteen) calendar days** in which you may **cancel or transfer** course, starting from the day you pay the course fee. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course.

**4.3.** If you are required to re-submit any of your case studies there will be a re-submission fee.

**4.4.** Under no circumstance can you interchange between groups during the course.

**4.5.** If you choose to leave or are expelled from the course or your placement at any point, you will not be entitled to any refund of fees paid.

**4.6.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**4.7.** Learners are permitted to miss **a maximum of one workshop**. Learners can make up for a missed workshop by attending a CPD session on the same topic, if one is available.

**4.8.** Failure to submit work in line with the course requirements will result in you being asked to leave the course.

**4.9.** We will not accept any fee instalments for this course, the course fee must be paid in full prior to beginning the course.

**4.10.** You must pay the full course fee within 2 weeks (14 calendar days) of the date the offer was made to secure your place. After this 2-week period your offer will no longer stand.

## 5. Level 5 Certificate in Counselling Children and Young People in Schools

**5.1.** Places are offered on a first come, first served basis and are subject to availability, tutor recommendation and upon receipt of your application form.

**5.2.** Places are subject to a satisfactory reference from your Level 4 Certificate course tutor and will only be offered to those who have successfully passed Place2Be's Level 4 Certificate in Counselling Children.

**5.3.** You have a period of **14 (fourteen) calendar days** in which you may cancel, starting from the day you make payment. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course.

**5.4.** If you have outstanding course fees with Place2Be, you will not be accepted on to the Level 5 Certificate until these have been paid in full.

**5.5.** If you are required to re-submit any of your case studies, there will be a re-submission fee.

**5.6.** Under no circumstance can you interchange between groups during the course.

**5.7.** Places on our pilot course will be allocated on a first come, first served basis and are subject to availability.

**5.8.** If you choose to leave or are expelled from the course or your placement at any point, you will not be entitled to any refund of fees paid.

**5.9.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**5.10.** Learners are permitted to miss a maximum of one workshop.

**5.11.** We will not accept any fee instalments for this course, the course fees must be paid in full prior to beginning the course.

**5.12.** You must pay the full course fee within 2 weeks (14 calendar days) of the date the offer was made to secure your place. After this 2-week period your offer will no longer stand.

## **6. Postgraduate Diploma Counselling Children in Schools**

**6.1.** Places offered are only confirmed upon receipt of your deposit and agreement form. You will be sent a Booking Confirmation when your place has been secured.

**6.2.** You have a period of **14 (fourteen) calendar days** in which you may cancel, starting from the day after the day you receive the Booking Confirmation. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course.

**6.3.** Once you have paid the deposit, you are liable to pay the entire course fee. If you decide to step off the course before the start of term 4, you will be refunded any difference between the total fees paid and the annual course fee.

**6.4.** Under no circumstance can you interchange between groups during the course.

**6.5.** If you choose to leave or are expelled from the programme at any point you will be liable to pay for the entire course fee.

**6.6.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**6.7.** If you have outstanding course fees with Place2Be Mid-term and Final Tutorials will not be held and marks will be withheld, meaning you will not be able to progress onto year 2 of the Postgraduate Diploma if in your first year, or will not receive your certificate if in your second year until these have been paid in full.

**6.8.** Minimum attendance to pass each year is 80%. If the minimum attendance requirement has not been met you will not be able to progress onto the second year of the Postgraduate Diploma, or receive your certificate.

**6.9.** If you fail to return or you damage one of Place2Be's library books you will be liable to replace this or pay the cost of a new book. The cost of the book will be added to your course fees.

## **7. Masters Counselling Children in Schools Research**

**7.1.** Places are only confirmed on a first come, first served basis upon receipt of your deposit and agreement form. You will be sent a Booking Confirmation when your place has been secured.

**7.2.** You have a period of **14 (fourteen) calendar days** in which you may cancel, starting from the day after the day you receive the Booking Confirmation. If you cancel within this period, you will be entitled to a full refund of fees paid. Outside of this period, you will not be entitled to any refund of fees paid if you wish to cancel your place on the course.

**7.3.** Once you have paid the deposit, you are liable to pay the entire course fee. If you decide to step off the course you must pay any outstanding fees.

**7.4.** Places on the course will be allocated on a first come, first served basis and are subject to availability.

**7.5.** If you choose to leave or are expelled from the programme at any point, you will be liable to pay for the entire course fee.

**7.6.** Under certain circumstances we may agree to refund fees. This is entirely at the discretion of Place2Be and not guaranteed.

**7.7.** If you have outstanding course fees with Place2Be marks and tutorials will be withheld, meaning you will not complete the course or receive your certificate until these have been paid in full.

**7.8.** If you fail to return or you damage one of Place2Be's library books you will be liable to replace this or pay the cost of a new book. The cost of the book will be added to your course fees.

## **Our right to vary these terms and conditions**

Place2Be reserves the right, at its sole discretion, to change, modify, add or remove portions of these Terms and Conditions, at any time. It is your responsibility to check these Terms and Conditions periodically for changes. Your continued course enrolment following the update of changes will mean you accept and agree to the changes.