

Terms & Conditions for Booking a Workshop/ Course

Last Updated: [February 2024]

By booking a workshop/course, you agree to the following terms and conditions. Please read them carefully before making a booking.

1. Booking & Payment

1.1 Workshops –

- Full payment is required to secure your place, along with completion of the online registration form. These are completed via the website.
- Upon receipt of your payment, a confirmation email and receipt will be sent.

1.2 Touch for Health Synthesis Self-development Course (Including Metaphors & Goal-Setting – 6 Months)

- For standard or 'pay monthly' payments, a non-refundable deposit is required to secure your place.
- A confirmation email and receipt will then be issued, along with a registration form.
- The remaining balance is due 4 weeks prior to the course start date, when a final invoice will be sent along with additional course details.

2. Cancellations & Refunds

2.1 Workshops –

- Cancellations made 6 weeks or more before the start date: All payments minus a £20 admin. fee will be refunded in full. The payment (minus a £20 admin fee) may be transferred to a new workshop, provided it is registered within 12 months.
- Cancellations made 0-6 weeks before the start date: No refund will be issued.

2.2 Self-Development & Touch for Health Synthesis (6-Month Course)

- Cancellations made 6 weeks prior to the start date: All payments minus the deposit will be refunded in full.
- Cancellations made 0-6 weeks prior to the start date: No refund will be issued. However, the retained amount (minus the non-refundable deposit) may be transferred to a new course, provided it is registered within 12 months.

2.3 Missed Modules for Self-Development & TFH Synthesis

- If you start a Self-Development & TFH Synthesis course and are unable to attend part of, or the entire module, you will have the option to complete the missed time at an additional fee.

- One-to-one tuition is provided before the next module is delivered.

Fees are as follows:

- Option one: £300 per day or

- Option two: £80 per hour

2.4 Workshop/Course Cancellation

- If we are unable to deliver the course/workshop due to unforeseen circumstances, we reserve the right to cancel or postpone the event.

- In this case, all money paid will be fully refunded or, with the participant's permission, transferred to a rescheduled date.

2.5 If online bank charges have been incurred, they will be deducted from the refund (estimated 3% of course fee).

3. Changes to Workshop/Course Content

3.1. We reserve the right to make minor adjustments to the workshop/course content, schedule, venue, or instructors where necessary. Any major changes will be communicated in advance.

4. Participant Responsibilities

4.1. Age Requirements:

- Self-Development & TFH Synthesis Participants: Must be at least 21 years old unless otherwise stated.

- Workshop Participants: Must be at least 18 years old unless accompanied by a legal guardian or parent.

4.2. It is the participant's responsibility to ensure they are physically and mentally fit for the workshop.

4.3. Any allergies, medical conditions, or special requirements must be disclosed at the time of booking.

5. Course Participation & Conduct Policy

We are committed to providing a safe, inclusive, and respectful learning environment for all participants. To maintain this standard, the following conditions apply:

- Respectful Behaviour: All participants are expected to engage respectfully with instructors, staff, and fellow students. Disruptive, offensive, or inappropriate behaviour will not be tolerated.

- Conflict Resolution: If a conflict arises between a participant and an instructor or other students, we will make reasonable efforts to mediate and resolve the issue.

- **Right to Request Withdrawal:** In cases where a participant's behaviour is deemed disruptive, inappropriate, or in conflict with the best interests of the course, tutor, or other students, we reserve the right to request that the participant cease attendance immediately.
- **Refund Policy in Case of Dismissal:** In such cases, no refund will be issued, except in extraordinary circumstances at the sole discretion of your course leader(s).

6. Liability & Disclaimer

6.1. While every effort is made to ensure a safe and enjoyable experience, We will not be liable for any personal injury, loss, or damage to property incurred during the workshop/course.

6.2. Participants attend workshops/courses at their own risk and are responsible for their personal belongings.

7. Data Handling & Privacy

7.1 Handling of Personal Data

- If you register for a workshop, course, or event, your contact details will be used solely for managing your participation.
- All other personal data will be securely stored and kept confidential at all times.

7.2 Transfer of Personal Data Outside the UK

- If you are a Touch for Health Kinesiology student seeking an IKC Certificate, your name, address, email, and phone number are required by the International Kinesiology College (IKC) to process your certification.
- The IKC is based in Australia, and we take all reasonable steps to ensure that your personal data is treated securely and in accordance with our privacy policy.
- Further details on the IKC can be found here: <https://www.ikc-info.org/>.