



Apprenticeships in Herbal Medicine
Application Form

Please fill in the application form in capital letters using **black** ink.
Please note that incomplete forms may not be accepted.

Full Name:

DOB:

Postal Address:

Email Address:

Landline:

Mobile:

Preferred form of contact:

I am working: Full Time Part Time Not Working Carer

Please state your country of origin.

Qualifications:

Are you qualified in any particular therapies? Please list school, qualification and date of graduation. Use a separate sheet if necessary [Typed or in block capitals with black ink only].

Experience:

Please provide a list of other qualifications, previous work experiences, or other experiential learning that might be relevant to the study of natural health. Use a separate sheet of paper if necessary [Typed or in block capitals with black ink only].

Have you ever been involved or are you currently involved in any legal process? Yes: No:

Please provide details on separate sheet [Typed or in block capitals with black ink only].

Have you ever been or are you currently on a sex offender register?

Do you authorize us to run a background check? **Yes: No:**

Do you have any health issues which we should be aware of?

Give details. Use a separate sheet if needed [Typed or in block capitals with black ink only].

Please state your specific interest in regards to this course.

Tick one of the following options.

- 1) I am interested in attending the full course:
- 2) I am interested in particular modules only:
- 3) I am interested in attending clinic modules:

Please note priority will be given to full time applicants.

Those applicants only interested in attending certain lectures such as for CPD (Continuous Practitioner Development) or to make up clinical hours will be placed on a list and notified of any available places in advance, and accepted on a first come first served basis. Payment of £200 per weekend is required in advance of each lecture block to guarantee a place.

The course otherwise lasts for 3 years and consists of 20 weekend sessions (Sat/Sun 9.30am-5.30pm) per annum. The full course fees are £3000.00 (GBP) per annum. This includes both tuition fees and clinical fees. The fees do not include text books or summer schools. On acceptance, all applicants are required to pay a non-refundable

deposit of £500 to ensure a place on the full-time course due within 28 days of acceptance. Course fees can be paid in full, or by various instalment options outlined below. Instalment fees carry a small administration fee. Fees must be paid in advance by direct debit or by cheque (GBP) in advance of the times specified.

Please indicate how you intend to pay for the course:

1) Fees paid in full due 28 days before the 1st lecture block each year:

2) Fees paid by 3 instalments: 3 payments of £850 with the first payment due 28 days before the 1st lecture block; 4th lecture block and 7th lecture blocks in the 1st year and then 3 payments of £1015 at the same intervals in the 2nd and 3rd years:

3) Fees paid by 5 instalments: 5 payments of £510 due 28 days before the 1st lecture block; 3rd lecture block; 5th lecture block; 7th lecture block and 9th lecture blocks in the 1st year; and then 5 payments of £610 at the same intervals in the 2nd and 3rd years:

4) Fees paid by monthly instalments: 12 monthly payments of £212.50 due 1 month in advance of each lecture in the 1st year; and then £305 per month at the same intervals in the 2nd and 3rd year:

5) I am not sure how I will cover the fees as I am on a low income and/or receiving benefits:

Please note that if a student decides to discontinue the course during term time, they will receive a refund only for those modules paid in advance according to their chosen payment option and which they do not attend. The £500 deposit is otherwise non-refundable.

Applicants who are uncertain about how they will pay their course fees because they are on a low income or on benefits must provide evidence of their financial situation if they wish to apply for assistance. It is at the discretion of the school and funds permitting as to whether financial assistance will be available.

There will be 2 optional summer schools during the course. This may include an overseas trip. Course fees do not include summer schools. Details will be forthcoming and interested parties should ensure they have a valid passport.

Please describe in less than 500 words why you want to do this course:

Terms & Conditions

I understand that by proceeding I am committing to a place on the Excelsior Apprenticeship in Herbal Medicine course which requires acceptance of the Terms & Conditions outlined in this document.

1: Interpretation of Key Terms

1:1 Excelsior Apprenticeships in Herbal Medicine is based at 1 Cranmore Park, Belfast BT9 6JF and is referred to as “Excelsior” in this document. Excelsior is an independent private institution which has no affiliations to any other body;

1:2 Confidential information: Confidential information means any type of information relating to Excelsior which may be of a confidential nature such as the name, personal details or any identifying information of students attending Excelsior or patients attending student clinics; any information or education materials provided by Excelsior; any information regarding apprentice log-in details; and any information regarding apprentice communications with Excelsior. All confidential materials are held securely in locked filing cabinets or on password protected computers. Only admin staff will have access to this information and it will never be shared with a third party without your express written consent. Excelsior is compliant with General Data Protection Regulations (GDPR);

1:3 The Course: The Course refers to the 3-year apprenticeship course consisting of 20 lecture blocks per year and home study;

1:4 Course Fees: The fee refers to tuition fees payable to Excelsior for enrolment deposit and participation in the course either in full or by an agreed instalment plan in advance. Please note course fees do not apply to study materials such as text books and equipment or optional summer schools;

1:5 Course Materials: This refers to any materials provided to the apprentice by Excelsior;

1:6 Diploma: This refers to the *Diploma in Herbal Medicine* awarded on completion of the course and demonstration of core competency skills;

1:7 Enrolment Fee: This refers to a non-refundable deposit payable to Excelsior in advance of enrolment;

1:8 Apprentice: Refers to any individual enrolled on the course;

1:9 Apprentice Rules: Refers to the rules set out in the *Apprenticeship Guidance Book* document which is issued by Excelsior upon enrolment;

1:10 Study Date: Refers to first official day of study; or it may refer to a start date for those returning to the course after an absence as agreed by Excelsior;

1:11 Study Materials: Refers to all text books, literature, journals, stationary and sundry items acquired and used by the student for study during the apprenticeship.

2: Contract

2:1 Contract: The Terms & Conditions outlined in this document, including any Appendices, constitute a legally-binding contract between the apprentice and Excelsior and will apply during the apprentice's tenure of study. An offer of a place on the course is subject to an acceptance of these Terms and Conditions by signature.

3: Enrolment

3:1 Enrolment is considered to be complete when the following criteria are met by the apprentice.

3:1:1 Receipt of a fully completed application form;

3:1:2 Acceptance of these Terms and Conditions by signature;

3:1:3 Payment of a non-refundable deposit towards enrolment;

3:1:4 Provision of all requested documentation as required in these Terms and Conditions;

3:2 Enrolment on the Apprenticeship requires that the apprentice provides any information which is reasonably necessary for enrolment. The student agrees to inform Excelsior of any changes in details previously submitted;

3:3 Excelsior reserves the right to refuse any application from an applicant who fails to provide any information necessary for enrolment;

3:4 Excelsior is required by law to comply with any relevant immigration legislation. Students from outside the UK/EU are required to provide original copies of their passport and VISA documents for verification at interview;

3:5 Excelsior reserves the right to make any amendments or reasonable adaptations to the apprenticeship curriculum at any time.

3:6 To ensure apprentices are not placed at a disadvantage they should have a good command of written and spoken English. Students will need to have an International English Language Testing Service (IELTS) level 6.0 score or, Test of English as a Foreign Language (TOEFL) score of 550 or equivalent.

4: Study

4:1 A Diploma can only be awarded on the successful and satisfactory completion of the Apprenticeship. Apprentices are not permitted to practice, prescribe, or take payment for treatment or advice independently until they have completed the Apprenticeship.

4:2 Excelsior reserves the right to refuse a Diploma where a student fails to achieve the core competency standards. Satisfactory completion of the Course requires:

4:2:1 Completion of enrolment procedure;

4:2:2 Attendance at a minimum of 90% of lectures and 100% of clinics;

4:2:3 Adherence to these *Terms & Conditions* and the *Apprentice Guidance Book* at all times;

4:2:4 Payment of fees in full, or by an agreed instalment plan, before completion of the Apprenticeship;

4:2:5 Completion of the Apprenticeship and all training, projects and assessments; clinical hours and case studies.

4:3 Apprentices are responsible for the following during the apprenticeship:

4:3:1 Recording clinical hours and keeping accurate records for future reference;

4:3:2 Meeting the costs of any Study Materials;

4:3:3 Recruiting and booking patients for student clinics;

4:3:4 (If applicable) maintain VISA requirements.

4:4 A minimum of 500 clinical hours and 3 case studies must be completed within 6 months of the completion of the Course. Failure to complete any clinic hours or aspect of clinical training on time

without agreement from Excelsior due to extenuating circumstances requires that the apprentice make up the training by attendance with an approved school or practitioner. Any additional fees for this must be met by the apprentice.

4:5 Failure to attend 90% of classes and 100% of clinics requires the student to make up any missed classes as per 4:4.

4:6 Apprentices must attend all examinations and achieve the minimum pass mark (45%). Failure will require the apprentice to resit the exam at the next available opportunity with Excelsior or by agreement with an approved school or practitioner. Apprentices are required to meet any appropriate fee.

4:7 All projects and assignments must be completed and submitted by deadline, unless an agreement with Excelsior has been reached due to extenuating circumstances. Late submissions may be subject to capping at pass mark and a late assessment marking fee.

4:8 The Apprenticeship is limited to 20 students. Excelsior reserves the right not to run the apprenticeship if there are insufficient numbers before the Study Date. Appropriate notification will be given to applicants in this instance, and any course fees will be promptly refunded.

4:9 Acceptance of a place on the apprenticeship cannot be transferred to another person who has not enrolled. If an apprentice leaves the course for any reason, the place will be awarded to those potential applicants on a waiting list.

4:10 Under certain circumstances it may be possible for an apprentice to transfer elsewhere to complete their studies. Apprentices who miss lecture blocks can make them up elsewhere provided they make their own arrangements and payments with the appropriate school. Apprentices will be required to obtain a certificate of attendance from any other course in order to graduate

at Excelsior. Acceptance of another school as a bone fide training establishment is at the discretion of Excelsior.

5: Fees

5:1 The enrolment fee is a £500 deposit which must be paid in advance of the study date to secure your place on the course.

5:2 The enrolment fee is non-refundable.

5:3 Course fees must be paid to Excelsior either:

5:3:1 In full and at least 6 weeks before the study date; or

5:3:2 By instalment by advance agreement with Excelsior.

5:4 The initial Course Fee instalment must be paid by Credit/Debit card, bank transfer or cheque (in GBP Pounds Sterling) 28 days in advance of the study date; and subsequent instalments paid as agreed. Further instalments after this should be paid by direct debit.

6: Cancellations

6:1 Cancellations must be received in advance by post or via email and must contain the apprentice's full contact details. Please give 28 days' notice if possible as this allows us to contact external candidates who wish to attend specific lecture blocks. If an apprentice decides to discontinue the course during term time, they will receive a refund only for those modules paid in advance which they have not yet attended, and only at the discretion of Excelsior. The £500 course deposit is otherwise non-refundable. Apprentices who do not attend a class without prior and reasonable warning (apart from in certain extenuating circumstances) will not be issued a

refund. Refunds can only otherwise be issued at the discretion of Excelsior. Excelsior reserves the right to charge a 10% cancellation fee.

6:2 The apprenticeship, excluding field trips, will be held at Cranmore One in Belfast. Excelsior reserves the right to change course dates, venues and location where necessary without liability. Apprentices will be given as much advance notice as possible in the unlikely event of any change to the main venue. There will be a number of field trips on the course to various locations. Apprentices will be notified in advance and advised to bring appropriate footwear and clothing. Apprentices should make their own travelling arrangements.

6:3 Excelsior cannot offer refunds for cancellations due to circumstances outside our control; including adverse weather conditions, transportation issues, major incidents or industrial action. We will not be liable for any other costs incurred including (for example) travel charges or any consequential damages.

6:4 As a lecture block or field trip may be cancelled up to 2 weeks prior to its start date, we recommend that apprentices do not book travel arrangements before this time. Any travel or other costs incurred are entirely the apprentice's responsibility.

7: Legal Requirements

7:1 Excelsior must be compliant with all legal obligations at all times. In order to respond rapidly to any changes in law Excelsior reserves the right to alter its course content at any time.

7.2 Neither Excelsior nor its employees or lecturers can accept responsibility for the actions of unqualified persons using the course notes as medical guidance; or responsibility for any loss incurred as a

result of relying on course notes. Apprentices are asked to keep course notes confidential.

7:3 Excelsior does not accept responsibility for any personal belongings or valuables brought to the course, including cars. These remain the responsibility of the individual apprentice.

8: Special Needs

8:1 Applicants who may have special accessibility requirements must contact Excelsior in advance so that reasonable adjustments can be made to enable you to get the most from the course. Prior notice of at least 1 week is required to enable us to cater for your needs.

8:2 Apprentices are required to meet their own dietary requirements. There is a good variety of cafes and restaurants within walking distance of the main venue which cater for most diets, including vegan and vegetarian. On day trips and field excursions apprentices should bring a packed lunch.

9: Appropriate Behaviour

10:1 On acceptance, applicants will be issued an *Apprentice Guidance Book* with which they should become familiar. This rule book is a common-sense guidance document as to how apprentices should conduct themselves while studying on the course.

10:2 Excelsior reserves the right to remove any apprentice or external applicant from the course should their behaviour be deemed inappropriate. In such an event, no refund of course fees or other costs will be made.

10: Signature

Please ensure that you have read and understand the Terms and Conditions before signing the form below.

Print name:

Date of Signing:

Signature:
