

- Australian Hypnotherapy College is referred to as the AHC

## Terms and Conditions 2022

Please read these terms and conditions carefully. Your enrolment shall be deemed to be your understanding of, and agreement to each of the terms and conditions set forth below.

### 1. COURSE ATTENDANCE

1.1 Modules must be attended live online or in person to constitute a pass in attendance.

### 2. ENROLMENT GENERAL REQUIREMENTS (Students must meet the following criteria to be eligible to enrol in this Course:

2.1. The student must declare any and all medical requirements (mental and physical) which may affect their ability to participate in the Course.

2.2. The Student has the required level of English proficiency for the level of study to be undertaken, and,

2.3. The Student must demonstrate a reasonable and working ability to effectively use email, web browsers, student portals, and online communication platforms such as Zoom.

### 3. CONFIRMATION OF PLACE

3.1. Your place within the courses is not confirmed until AHC has received a fully completed Student Enrolment Form (electronic), and deposit paid.

3.2 Your commencement in the course is dependent on if your fees have been paid in full or a payment plan agreement has been commenced, and we have received your signed application form with agreement of the study plan and the terms and conditions.

3.3. Full payment for the course is to be made 2 weeks prior to first module commencement. Your module will be posted prior to each module commencement (if residing in Australia) or emailed (if residing overseas).

3.4 Once the full course amount is received along with the signed application form, you will be considered to have started the course and no refunds will be issued.

3.5 You will be granted access to online resources at commencement of module 1 (video and audio files, eLearning modules, resources and assignments)

3.6. Arrangements for payments for courses through third party lenders are considered to be up-front in full payments and are treated as such for the purposes of enrolment under 3.4.

#### 4. MODE OF DELIVERY AND RESCHEDULING OF TRAINING

4.1. AHC reserves the right to postpone or reschedule courses due to unforeseen circumstances outside of AHC's control.

4.2. AHC will make every effort to ensure that participants of postponed courses are placed in the next available course.

4.3. Any change in the Mode of Delivery does not constitute a cancellation of the Course.

#### 5. CANCELLATIONS and WITHDRAWALS

5.1. You may cancel your enrolment if you are within 14 days of enrolment and you have not accessed or received any of the resources, modules, attended zoom meetings, etc. This means that even if you have not accessed any of the resources, if you withdraw after 14 days of your enrolment, no refunds are available. You are deemed to have commenced your Course at AHC at the time of enrolment and/or at such time as you are given access to the course module material and or the learning resources.

5.2. All enrolment withdrawals must be requested in writing / email within 14 days of accepted enrolment or prior to any zoom meetings or modules emailed or posted.

5.3. Any approved refunds of course fees paid via a third-party loan provider will have the relevant merchant fee (which was paid by AHC on top of the course fee) deducted from any monies refunded.

5.4. Any approved refunds of course fees paid upfront and in full by the student, or by a third party, will incur a \$500 administration fee. The deposit is non-refundable.

5.5. Any withdrawal or refund application is subject to the terms and conditions of AHC.

#### 6. DEPOSITS

6.1. Any and all deposits which are paid by a student are non-refundable.

#### 7. COMPLETION

7.1. If the participant does not satisfactorily complete the requirements for the course, and or fails to attend the course's total days without prior arrangement, graduation may not be possible.

7.2. Attendance of the course and completion of assignments does NOT guarantee certification.

7.3. Certificates or awards will not be issued until all fees are paid in full.

7.4. All modules, assignments and assessment tasks must be completed within 24 months from start date of the student course commencement.

## 8. OUR COURSE

8.1. AHC does not guarantee or assure or promise that students will know all there is to know about topics covered in the courses at the end of the course.

8.2. Professional accreditation, recognition, or licensing is attained through membership in the relevant professional body or bodies as appropriate to the profession.

8.3. Although our course satisfies all the training requirements of membership into various associations, AHC course do not automatically provide you membership into any association (e.g., the AHA). This is dependant on your Police check, insurance acceptance and other requirements set by association registration.

8.4. AHC Course provides training and education, and we are not to be considered therapy or treatment in anyway whatsoever.

8.5. AHC is not liable for any third-party claims against you for losses or damages as a result of the Course.

## 9. COURSE CONTENT & QUALITY

9.1. AHC has no liability for any errors or omissions in the materials, whether provided by AHC or by third parties.

9.2. While all care is taken in providing training and development services, AHC does not accept any liability for the use made by a client or its employees or agents of any training products.

9.3. The AHC warrant that we will employ trainers with the appropriate skills, as we determine, to teach our courses.

9.4. Students are solely responsible for results achieved in using any materials or skills learned in our courses.

9.5. AHC reserves the right to change, edit, adapt or otherwise change any course or unit, for improvement and rectification, and to implement any required changes that may come about as a result of internal and external audits and standard validation and continuous improvement processes.

9.6. Students will continue to have access to the Teachable platform after they complete their course or until such time as the college remains active, as per point 3.

## 10. OBLIGATIONS OF STUDENTS

10.1. Students are expected to always act with integrity and respect.

10.1.1. If any student, at any time, is deemed to act outside the required integrity and respect, they may be terminated from AHC. This means from the course and access to all online AHC platforms.

10.1.2. Integrity and respect include, but not limited to, courteous verbal and or written exchanges, non-judgement of others, acceptance of differences including cultural and religious, acceptance of LBGTQIA+ members.

10.1.3. Respect includes, but not limited to, the disclosing personal views that may be negative about the AHC, staff or fellow students.

10.1.4. Students agree they will not privately contact members of staff or fellow students to harass or attack. Disagreements to be reported immediately to AHC Directors.

10.2. Only submit work that is their own, or that has been appropriately sourced through AHC provided and suggested readings, videos, and audios.

10.3. All students, throughout their training and involvement with AHC are expected to:

10.3.1. Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.

10.3.2. Not harass, victimise, discriminate against or disrupt others.

10.3.3. Treat all others and their property with respect.

10.3.4. Respect the opinions and backgrounds of others.

10.3.5. Follow all safety policies and procedures as directed by staff.

10.3.6. Report any perceived safety risks as they become known.

10.3.7. Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.

10.3.8. Notify us (via email) if any of their personal or contact details change.

10.4. Notify us immediately if you feel you are not coping mentally, emotionally, psychologically with any parts of the training.

10.5. Approach their course with personal commitment and integrity.

10.6. Complete all assessment tasks, learning activities and assignments honestly.

10.7. Notify AHC if any difficulties arise as part of your involvement in the program.

10.8. AHC requires you to participate in learning whilst free from the influence of any substance, including drugs and alcohol, which may prevent you from learning activities safely and effectively.

10.8.1. Being under the influence of any substance jeopardises our commitment to working and learning together, with the potential to impact the AHC, staff, students, and our communities.

10.9. AHC reserves the right to expel, suspend or terminate the enrolment of any student found to be in an AHC training under the influence.

10.10. We encourage anyone who may have an alcohol or drug problem to seek assistance.

## 11. ADDRESSING ISSUES OF CONCERN

11.1. If you have a concern with the facilitators, assessors, any staff, or another student, you should immediately make the Directors aware of your concern in writing via email.

11.2. The AHC will advise on a course of action to deal with your concerns.

## 12. EFFECTIVE LEARNING AND THE CONTEXT OF LEARNING

12.1. AHC believes that effective learning, especially in the education and training of hypnotherapists, needs to be supported by critical thinking and critical thinking skills.

12.2. As such our courses and assessments are designed and delivered within a critical thinking framework. Critical Thinking in Learning is key for students throughout their course at AHC and are defined as: The need to be open-minded, the need to be prepared to challenge assumptions – yours and those of others, and the need to be willing to gather, evaluate and analyse data and evidence.

- In AHC acknowledges your own experiences and understandings are valued, however they are always open to challenge (in the learning process).
- This means that in your course you may be presented with opinions, research, and evidence that may challenge your understanding of the world; these will challenge your assumptions. It is your responsibility to use critical thinking skills when this happens.
- When you are presented with something, or feedback, that challenges your belief of yourself, others and the world, this is a learning experience which has been designed to teach you to think critically, and if necessary, challenge assumptions.
- It is important that you enter the course of study at AHC with a willingness to be open-minded, an awareness that the challenging of assumptions will be part of the learning, and that your responsibility for your learning includes the gathering, evaluation and analysis of what is presented and what is

researched. If you are not wanting to be challenged, then you should reconsider doing this study.

- It is essential that when in the learning environment, you are in a quiet private room, phone turned down, no outside influences that may bother you or fellow students (eg: no children, music, dogs, eating).

### 13. DISCIPLINE AND TERMINATION

13.1. From time to time, there may be incidents of student misconduct which AHC is required to act upon in order to uphold the value of assessment outcomes, the reputation of the recognised training provided, and/or the safety and well-being of students and staff.

13.2. AHC has zero tolerance when it comes to bullying, harassment, violence, discrimination, and vilification; immediate termination of enrolment may be enforced in instances of bullying, harassment, vilification, violence, and discrimination.

13.3. Misconduct is defined as any unacceptable behaviour such as bullying, harassment, vilification, inappropriate chatter, cheating, plagiarism, collusion, violence (physical or verbal), discrimination or any other behaviour that negatively affects the group.

13.4. AHC may terminate a student's enrolment for misconduct at any time, at its sole discretion. In the event of misconduct, AHC will not provide a refund of course fees or deposit.

13.5. AHC may terminate a student's enrolment for unpaid course fees at any time, at its sole discretion.

13.6. AHC will take immediate and necessary disciplinary action in response to instances of misconduct, including immediate termination of enrolment.

### 21. INTELLECTUAL PROPERTY

21.1. All information provided within the course is the intellectual property of the AHC.

21.2. Students have free permission to use the AHC provided information for their own purposes in their client business.

21.3. All provided information while available to students, is not to be repurposed for commercial sale or education.