Professional Homeopathic Training Course Application form

PLEASE PRINT CLEARLY USING BLACK INK. This form is also available online at www.thesophiaschool.com

Please Note: The Sophia School Faculty will use the information you provide on this form to review your application. This information may also be used for course administration and for the purposes set out at the end of this form.

I would like to apply for:
Please indicate whether you are applying for: Short Courses, 2 year-Nutrition Diploma, 3-year Licentiate Diploma or the Advanced Course.

| Course name |  |
| Course location |  |
| Attendance or Online |  |

Your details

| First name |  |
| Surname |  |
| Preferred name |  |
| Gender | Male □ | Female □ |

Organisation / Home contact details

| Preferred contact address | Work □ | Home □ |
| Organisation name |  |
| Position / Job Title |  |
| Work address |  |
| Work Telephone |  |
| Work Fax |  |
| Work Email |  |
| Mobile |  |

Home address

Sophia School Limited, Registered Office: The Sophia School, Edith Lewis House, Weleda UK, Heanor Road, Ilkeston, Derbyshire DE7 8DR
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Home Telephone
Home Email

How did you hear about this Sophia School course?

Application process:

When you apply for a Sophia course, you need to consider, and our Faculty will take into account:

- Whether the course that you are applying for is right for you, because our courses are for people at specific stages of their homeopathic journey, interests and capabilities.
- Your commitment to participate in the whole course; as we believe that the collective element is fundamental to our success.

About the course
We ask everyone who comes on our courses to respect the Sophia principals of education, the profession and each other as peers.

About the participant group
Our courses are designed for a mix of people from a wide range of backgrounds, sectors, and communities and this is essential to the learning process and its outcomes. This has two implications for your application:

- The Faculty will take into account the range of applications (sectors, professions, and backgrounds, communities) in order to make sure a participant group isn’t dominated or influenced by individuals from any single paradigm.
- You must be willing to work constructively with a diverse group of people, likely to come from different cultures and who hold different beliefs.

For more information about the application process and The Sophia School Faculty, visit www.thesophiaschool.com
The following information will be used by the Sophia Faculty to ensure that the course group consists of a mixture of people from different backgrounds and sectors. Should you require more space, please continue on no more than one A4 sheet.

If you have a disability that requires us to make a reasonable adjustment to enable you to apply, please tick and your nearest Sophia office will contact you.

1. **Explain your experiences of Homeopathy so far, including any treatment you may have had:**

   

2. **Please list all your personal and professional achievements, including qualifications and training (continue on a separate sheet if necessary):**

   

3. **Please tell us why you feel you would like to study to become a Homeopath**
   (continue on a separate sheet if necessary):

4. **Tell us about any additional requirements you have in order to undertake this course:**
5. How do you think you would contribute to the group?

6. Is there any further information that you think we should have?

7. Please describe any special needs of which we should be aware (disability, dietary requirements, etc).
Financial information

Please tick here to confirm your willingness to pay the full fee for this course

Should your application be successful, whom should we contact regarding the invoicing and processing of the payment for your place on the course?

Name
Address
Phone
Email

Completing your application

I confirm that in signing this application I have read and understood the terms and conditions, and that I have the authority to agree them.

I understand that I have a commitment to attend the course and that failure to do so may jeopardise my ability to graduate as a homeopath or receive the course Certification/Diploma for the course applied for.

I have read and agree with the course terms and conditions
I have included the relevant non-refundable deposit

Applicant signature
Date

We value diversity on our courses and positively encourage applications from all sections of the community.

Faculty signature (including Comments/Deposit amount)
Date
Terms and Conditions
These terms and conditions apply to all participants on a Course at the Sophia School.

Attendance and courses
- A place on any Sophia course is subject to review of the application by the Faculty, and is not transferable to another individual.
- A participant on a Sophia course undertakes to attend the full course.
- If a participant, having started the course, then withdraws from the course for any reason, it is not guaranteed that the participant will be allowed by Sophia to resume attendance.
- If a participant misses any part of the course due to absenteeism, this may affect whether Sophia confers graduate status upon the participant.
- Sophia retains the right to change the advertised agenda for a Sophia course or event without notice to the participants.
- Sophia will make every effort to give participants reasonable notice in advance if the venue for an event is changed.

Conduct during the course
- When booking and paying for a Sophia course or event venue, Sophia is acting as an agent on the participants’ behalf. Participants will be subject to the terms and conditions of the venue.
- It is the participant’s responsibility to ensure that while attending the Sophia course and while on any third party premises he or she does not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
- In the event of such improper behaviour, Sophia will have the right to require the participant to withdraw from the course. In such circumstances, Sophia will be entitled to retain the course fee.
- The participant will also be liable to indemnify Sophia for any expenses or other liability it incurs or suffers as a result of any such improper behaviour.
- All participants are expected to abide by the Sophia Conventions (see www.thesophiaschool.com)

Payment terms
- Attendance on a Sophia course is conditional on receipt in full of the course fee by Sophia prior to the start of the course. (This condition also applies in the case of a part fee agreed for a participant who has demonstrated a clear need for financial assistance.). Any fee arrangement agreed with Sophia will be noted on the Application Form. The arrangement does not void the agreement that states that all fees need to be paid in full.
- The Applicant agrees that all fees are to be paid in full should they not attend or cease the course.
- The person who has signed the application form agrees to these terms and conditions, and has the authority to do so. In the event that he/she is not so authorised, he/she will be personally liable for payment of the agreed fee.

Cancellation and refunds
Notice of cancellation must be received in writing by post or by email and is subject to the following terms:
- where notice of cancellation is received between 30 and 56 days prior to the first day of the course, the payer will be liable for 50% of the course fee
- where notice of cancellation is received more than 56 days prior to the first day of the course, Sophia will make a full refund of the fee paid

No refund of fees will be made for absence due to illness or for withdrawal during the course for any reason.

Re-registration Policy
- It is at Sophia’s discretion to agree with the participant the hours/days required to complete the course (e.g. attending the balance of events, or re-starting the course in its entirety) in order to be able to achieve graduate status.
- Participants wishing to defer their place and re-register under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- The participant’s re-registration form will be considered by the Faculty, using the application criteria. Sophia cannot guarantee that an application to defer and re-register will be successful.
- In cases where a participant wishes to defer their place before the course they have been originally accepted onto has even started, the re-registration fee policy only applies where the request is received fewer than 30 days prior to the first day of the course (hence the full fee for the original course is due in full).
- Participants can only defer and re-register a course of the same type. Requests to defer and re-register onto a different course may incur a high fee.
- The 15% re-registration fee can be waived in exceptional circumstances at Sophia’s discretion.

Data protection
Sophia is the data controller for the purposes of the Data Protection Act 1998. If you have queries relating to the use of your data, please email admin@thesophiaschool.com

If accepted as a participant on a Sophia course, you are agreeing that Sophia may use your data for the following purposes:
- we will use your contact details to send you information relating to the course and to request feedback
- we may publish your name, job title, employer organisation and course attended as part of our promotional materials.
- we may also use your contact details to send you information about other courses and activities we offer.
- To opt out, please tick here: ☐
- we may publish your contact details to the members of your participant group as part of the information distributed prior to the course. To opt out, please tick here: ☐
- we may publish your contact details including email address to graduates of Sophia worldwide and to members of the Sophia Facultys in the Sophia graduate directory. To opt out, please tick here: ☐

Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission.

Sophia takes all reasonable precautions to prevent the loss, misuse or alteration of your data.