

TERMS & CONDITIONS

This document lays out the Terms & Conditions for all workshops, events and training courses offered by the Centre, whether held in person or remotely through all online platforms.

Unless you notify the Centre in writing prior or at the time of your booking, it is understood that you agree with these Terms and Conditions and the Student Agreement.

Terminology

“The Centre”	The Centre for Systemic Constellations.
“activity”	The Centre offers a variety of offerings in Systemic Constellation Work. This includes Core Training Courses, Further Training, Online Training, Masterclasses, Workshops, Residentials and Visiting Speaker events, and any part thereof of each type of offering. These will collectively be referred to as the Centre ‘activity’ for the purposes of this document. This refers to both in-person and remote activity, delivered online.
“facilitator”	The Centre works with a number of different tutors, trainers and speakers. ‘Facilitator’ refers to anyone hosting, leading or teaching Centre activity.
“faculty”	The collective team of Centre facilitators.
“student/s”	External participant/s of the Centre activity.
“participant/s”	External participant/s of the Centre activity.
“staff”	The Centre employees and voluntary Course Supports.
“satellite practice groups”	Students on core training courses are encouraged to form self-organised and run peer practice groups. This is a voluntary activity and aims to deepen the learning and provide a safe space for practice.

General Terms & Conditions

1. General Code of Practice

- i. The core values of all Centre activity are integrity, inclusion and confidentiality and respect.
- ii. Participants are reminded that a central aspect of Centre activity and teaching is dealing with psychological and emotional trauma. This means that it is important all participants take their participation seriously and maintain these core values when working with other participants and with our teaching faculty.
- iii. Participants are required to have substantial psychological, spiritual and professional maturity.
- iv. If a participant becomes aware of any unethical behaviour on the part of another student or faculty member, they must first bring the matter directly to the attention of the person concerned. If this does not resolve the situation, they are expected to take the matter directly to their tutor or course facilitator. If the issue is with a facilitator, the participant should contact the Managing Director of CSC, astrid@thesc.net.

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- v. The participant's place as part of any Centre activity is non-transferable. In relation to any activity offered online, the access links sent to a participant who has booked a place must not be shared in any capacity.

2. Suitability for Participation

- i. Participants are required, before the workshop training begins, to inform the Centre of any physical or mental health issues that may affect their participation in any Centre activity in any way.
- ii. This includes present conditions and any psychosis, depression, schizophrenia or any other mental illness in the (recent) past.
- iii. The need for medication for these issues must be disclosed.

3. Specifics for Foundation, Applied and Couples training

- i. To support the learning journey of the training course, participants must establish and maintain appropriate boundaries between themselves, the facilitators, course supports and Centre staff members.
- ii. Participants are strongly advised not to form sexual relationships with other participants whilst taking part in Centre activity. Forming intimate relationships affects the dynamics of any group.
- iii. In such cases, the facilitator should be informed so that the situation can be held in a way that does not negatively affect the group.

4. Anti-Discrimination

- i. The Centre activity requires a radically inclusive approach from participants i.e. participants must consider and address their own prejudices to ensure that an anti-discriminatory approach is integral to their work with fellow participants, facilitators and Centre staff.

5. Support

- i. As the Centre's remit is specifically training and education, and not explicitly personal development, it is understood that if personal issues arise, participants are responsible for ensuring that their emotional and psychological needs are met outside of the training circle.
- ii. If suicidal thoughts are expressed, please note that we have a duty of care to inform your GP or other appropriate authority.

6. Confidentiality

- i. Participants must not reveal confidential information concerning fellow participants, facilitators or staff without the permission of the person concerned, except when legally required to break confidentiality, or to prevent serious harm to another or themselves.
- ii. Any satellite practice groups formed and managed by the participants, without Centre involvement, must agree their own confidentiality boundaries. The Centre holds no responsibility for breaches of confidentiality arising from the use of social media channels by satellite practice groups formed by participants.
- iii. The Centre may use audio, video footage and images of participants in marketing and community mailings, with the permission of the participant.
- iv. Centre activity may not be recorded in any capacity, without written permission from the Centre facilitators.

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- v. For online activity, participants must not use the hosting platform functionality to record or capture images from any part of the activity.

7. Suspension

- i. A participant may be asked to cease their participation in any activity, at any time, at the discretion of the Centre.
- ii. Activities that may lead to suspension include violent or abusive behaviour; being under the influence of drugs or alcohol; inappropriate or bullying behaviour; coercion, an inability to control personal behaviour; or when the participant's continuing presence in the group affects, in an unacceptable way, the quality of the learning experience of the rest of the group.
- iii. In cases of breach of confidentiality, controlling or coercive actions or any other ways in which these terms and conditions are broken, the Centre will have the right to exclude students from ongoing and/or future courses and events. Fees paid for these events will not be reimbursed.

8. Intellectual Property

- i. All teaching material developed by the Centre and any IP Rights will remain the property of the Centre and may not be reproduced, distributed or used by the participant in any capacity.
- ii. Teaching material includes written, audio and video files.
- iii. Any teaching materials generated by the Centre must be used only in relation to the relevant Centre activity and cannot be used in any other capacity without the Centre's written permission.
- iv. Centre activity may not be recorded in any capacity, without written permission from the Centre facilitators.

Payment Terms & Cancellation

For activity paid in full at the time of booking

The following conditions relate to all Centre activity including Masterclasses, community development, international and guest speakers and any other trainings or events, whether online or in-person, that require full payment at the time of booking.

1. Payment Terms

- a. Full payment is required on booking to secure a place.
- b. As the Centre is a Not-For-Profit organisation no VAT is charged.

2. Cancellation Policy

- a. Once payment is made, **50% of the full fee is non-refundable**, whatever the reason for cancellation by the participant.
- b. For cancellations made **less than 4 weeks** before the activity begins no refund will be given, whatever the reason for cancellation by the participant.
- c. Any merchant account fees payable by the Centre that cannot be reclaimed in the event of a cancellation will not be refunded by the Centre – this includes payments made through PayPal and Stripe, for example.

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For activity booked by paying an initial deposit

The following conditions relate to Foundation Training in Systemic Constellations, Applied Training, Couples Training, Supervision and any other activity that is multi-module and booked by paying an initial deposit.

3. Payment Terms

- a. Applications to join a modular course will be followed up with an interview, if you are not known to the Centre faculty. On receipt of an offer of a place by email, a non-refundable deposit payment will be required, within two weeks, to secure the place.
- b. On receipt of the deposit a place is held for you in the group and therefore payment of the deposit is regarded as a commitment to the full fee.
- c. **All remaining fees are due 30 days prior** to the start of the first module of the activity, unless an agreement for paying by instalments has been agreed.
- d. If payment is received after the due date detailed on your invoice a £25 late payment fee will be charged.
- e. As the Centre is a Not-For-Profit organisation no VAT is charged.

4. Conditions for Payment by Instalments

- a. If you struggle to pay the fee in full before the course begins, you can discuss options with the Course Manager. Instalment contracts are offered at our discretion and will be agreed on a case-by-case basis.
- b. If offered, this contract should be signed in ink, scanned and emailed to courses@thesc.net within 7 days of receipt.
- c. The Centre reserves the right to end the contract at any time and any remaining funds will then be due immediately.
- d. Late payments of instalments will incur a charge of £25 for every month where the payment is not made in accordance with the terms agreed.
- e. The Instalment Contract will typically offer four instalments, beginning immediately.
- f. Any payment plan will always end a minimum of 30 days prior the last module of the course.

5. Changes to Dates of Modules

In the event that the Centre has insufficient student numbers to start a core or further training, we will consider delaying the start of the training. We provide as much notice as possible, but the Centre will not be responsible for reimbursing any other costs incurred - such as travel or accommodation. These will remain the responsibility of the participant.

6. Cancellation Policy

- a. Any cancellation made **up to eight weeks before** the start of the first module of the activity, will receive a full refund of all fees paid to this point, except for the non-refundable deposit.
- b. For cancellations made **less than eight weeks** before the start of the activity the full fees will be required, as agreed upon payment of the deposit, whatever the reasons for the cancellation by the participant.

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- c. Any merchant account fees payable by the Centre that cannot be reclaimed in the event of a cancellation will not be refunded by the Centre – this includes payments made through PayPal and Stripe, for example.

7. Cancellation of Activity by the Centre

If the Centre decides to cancel an activity (or part thereof), all fees paid to the Centre (or an exact proportion of the full fee which reflects the days/times cancelled), will be refunded to the participant. However, the Centre will not be responsible for reimbursing any other costs incurred - such as travel or accommodation. These will remain the responsibility of the participant.

8. Force Majeure

- a. If the Centre is forced to cancel any activity (of part thereof) due to unforeseen circumstances that are beyond our control, we will not be able to offer any refund, in full or in part.
- b. Circumstances such as these would include, but are not limited to, industrial strikes, lock-outs, fire, flood, war, civil unrest, pandemics, notifiable diseases as per UK government guidelines, adverse weather, issues at the host venue that endanger human health and acts of God. In these circumstances, we would make every effort to reschedule the activity (or part thereof).

9. Deferment

- a. Once a participant accepts a place as part of any Centre activity, they commit to joining the group.
- b. The Centre cannot defer their place for future activity. This is due to potentially not being able to recruit a replacement to maintain adequate numbers on our trainings.

Student Agreement

- *Having read and understood this document, I agree to release and discharge the Centre for Systemic Constellations, their facilitators, guest speakers, and staff, from all claims and demands that I, my relatives, heirs, executors, administrators and/or assignees have or may have against them due to any injury of any nature whatsoever, which I may suffer as a result of participating in Centre activity.*
- *I agree to acting and behaving with integrity and honesty, hold confidences and not betray the trust bestowed to me by Centre staff, facilitators and fellow students.*
- *I understand that I am responsible for my own experiences, my own choices and actions based on the experiences I have, or have had, during my participation in the activity and after.*
- *I hereby expressly declare that I understand that participation in Centre activity is voluntary; I understand that I can refrain from participating in any kind of activity when I want to or feel it is necessary.*
- *I understand that I must inform the Centre about my history of mental illness, medication, and psychotherapy or other treatment that I have needed in the past.*

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- *I understand and agree that at any time during the course the Centre facilitator/s, may feel that it is necessary for me to refrain from participating in a specific activity or refrain from participation in the remainder of the training programme. Should this happen, I agree that I will refrain from further participation.*
- *I confirm that I will not record the Centre activity and teaching in any capacity, without written permission.*
- *I understand that participating in Centre activity may involve strong emotional experiences and I accept full responsibility for my participation and any consequences it may have for me.*
- *I confirm that I have adequate support in my life to enable me to process anything that may come up for me during my participation in Centre activity, for example personal therapy, supervision, supportive friends, peer support group and so on.*

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