

ACUPUNCTURE COURSES – BOOKING CONDITIONS

ALL COURSES

- The tutor seeks to provide excellent, stimulating Acupuncture courses at competitive rates and seeks the help and cooperation of all students and course organisers in meeting some simple conditions.
- **All students must have appropriate professional indemnity insurance for the use of Acupuncture within their scope of practice.**
 - In the case of Physiotherapists working within their scope of practice as defined by the Chartered Society of Physiotherapy [CSP], insurance requirements will be satisfied by membership of the CSP. Students who may be working outside the scope of practice of their profession should take advice from their respective professional body.
 - Students who are not CSP or BAcC members must confirm in writing that they do hold appropriate professional indemnity insurance and that they are working within their scope of practice when practising Acupuncture.

Foundation Courses

- **All Foundation Course students must complete the Medical Screening Form** in which they indicate any factors that may affect their suitability to receive acupuncture needling. This form must be received by the Tutor before the course start date. The form will be kept confidential and is to ensure the safety of all students on the course.
Foundation Acupuncture courses involve students receiving significant amounts of needling and, although there is no evidence that properly directed Acupuncture is harmful during pregnancy, the Tutor takes the view that the health of the foetus is paramount.
- **Students who may be pregnant, or who are actively trying to conceive, MUST NOT ATTEND the Foundation Acupuncture Course.**

Post-Foundation Courses

- All post-Foundation Course students must complete the Registration Questionnaire.
- Students who may be pregnant, or who are actively trying to conceive, may attend post-Foundation courses, but should make sure that the tutor is aware of their condition.

LOCALLY ORGANISED COURSES

- Course organisers should refer to the contract agreed with the Tutor for the provision of the course.

COURSES ORGANISED BY THE TUTOR

- Students must pay the course fee in full before the start of the course. Course places are NOT guaranteed until the full fee has been received by the Tutor.
- Students wishing to cancel a course booking may do so and a refund of the fee may be available. The Tutor will always try to fill a place after a cancellation and in the event of such a place being filled, the fee paid will be refunded to the original delegate, regardless of when the booking was cancelled. However, in the event of it not being possible to fill a place after a cancellation, the refund will be as follows:-
 - More than 30 days notice Full refund
 - 14 days notice 50% Refund
 - 7 days notice 25% Refund
 - Less than 7 days notice No refund
- Students should not book accommodation or make travel arrangements to the course without checking with the Tutor that the course will definitely go ahead. The Tutor is not responsible for any costs so incurred.