



TERMS AND CONDITIONS OF BOOKING (Sept07)

Your course fees include

- Training and assessment by a qualified Birthlight tutor
- A Birthlight Manual & Guide to Birthlight and other paperwork as appropriate
- Birthlight Trainee membership (See below)

Your course fees do not include, (but you may need to pay for)

- A demonstration doll (only *Baby Yoga* and *Infant Aquatics* students will need this)
- Accommodation and food for yourself
- Accommodation for your children/family/helper if they come on the residential courses
- Birthlight Insurance

Payment of fees and securing your place

A deposit is necessary to secure a place on the course and should be paid at time of booking. The full fee must be paid at least 20 days before the beginning of the course. Applications will be taken on a "first come first served" basis and students who have paid their deposit will have priority over those who haven't. We reserve the right to refuse a place to students who have not paid their deposit or full fees by the required date.

Cancellation Policy

Birthlight needs written notice of cancellation (either email, fax or hard copy) if you unable to attend the course for any reason. To cover our administration costs, cancellation will be subject to the following charges* which will be deducted before any refund of fees:

- Cancellations *up to 25 working days* before the course will be subject to a £25.00 cancellation fee
- Cancellations *less than 25 working days* before the course will be subject to a £125.00 cancellation fee
- Failure to attend the course *without prior written notice* will be subject to a £250.00 cancellation fee

* Birthlight will refund all fees paid in full (or, at your request, carry fees forward to a subsequent course) in the unlikely event of the course being cancelled.

We will always consider special circumstances, which may be beyond your control, before implementing these charges.

In very rare occasions, we will agree to reschedule your course to a later date. This is at the discretion of Birthlight and in any circumstance subject to a £25 charge. We will only do this once per student, it should be seen as a favour and not a right. It therefore may never be used as a replacement for a cancellation.

Birthlight Membership

On successful completion of Part 1 of the course, it is mandatory for all Birthlight students to become members of Birthlight. As a member of Birthlight you will be able to take advantage of the Birthlight Discussion Forum, the Member's pages and the discount on specialised short courses and products. Part of the Membership fee helps to fund the Birthlight Trust. The Trust's objectives are to promote health and the physical and mental well-being during childhood and parenthood of women, babies and fathers through education and research.

Validity of membership:

The first year's trainee membership fee is included in the Diploma Part 1 price. The trainee fee is renewable only once from date of course by students who haven't completed Part 2 yet. Diploma holders (Part 2) are subject to the full membership fee. In the event that the student has already completed a course with Birthlight, then the trainee membership fee will be deducted from the part 1 course fee.



Memberships are valid for one year. They are renewable in the month that the student attended the Part 1 Birthlight course.

Fees:

The fees are currently:

Trainee students pay £35 for their membership.

Diploma Part 2 holders pay £55 for their membership.

From September 2008 we will be introducing a new fee structure for membership. Trainee membership will remain unchanged. Fully qualified (Part 2) teachers will have the opportunity to choose between two options on the Birthlight website:

- a) *Simple Listing* – a 'Teacher Profile' which includes name, contact details, qualifications. This is at no additional cost to the membership fee
- b) *Advertising* – includes the 'Teacher Profile' as in the simple listing, a link to teacher's own website and also enables the teacher to list Class Details which can be found in the website 'Find A Class' function. This will cost an additional fee of £40 per annum, which brings the total to £95 per year.

Birthlight reserves the right to alter these fees in the future.

Your Membership Card will be handed out to you during the course. Please note that access to the Birthlight Discussion Forum and Membership pages is only available to members who pay their annual fee. Birthlight reserves the right to cancel your access to services in case of non-payment.

During the course, you will be asked to fill in your Membership Declaration. In the event that you do not succeed in your course, that you wish to terminate your Birthlight education, we will refund the Membership fee only once.

Trainee members are entitled to a 'Teacher Profile' listing, however this is only visible by fellow Birthlight Members until fully qualified. Classes cannot be added as trainees are not supposed to teach for commercial reasons before having fully qualified with Birthlight (Please read the Guide to Birthlight for further information).

On completion of the Diploma Part 1

You may teach classes to complete your course work and case studies and to practice, etc. but you and your class participants should be aware that full qualification only comes on successful completion of Part 2 of the Diploma Course. You may not operate commercially at this stage, but you may make sufficient charges for your classes to cover your operating costs. You will be eligible for the Trainee Insurance Certificate only.

Once fully qualified (Diploma Part 2)

You may practice commercially as a Birthlight trained teacher and will be encouraged to advertise your services on the Birthlight website. You will also be eligible to apply to become a Birthlight teacher trainer. You will be required to attend at least one Birthlight Continuous Professional Development day every two years. Failure to do this will result in the forfeit of your Birthlight qualification and rights to practice as a Birthlight teacher.

I have read these terms and agree to them.

PRINT NAME DATE.....

SIGNATURE.....