



Natural Balance Holistics

Student Policy

When enrolling on a course of study with us you can be assured that the material studied will be of good quality and is updated on an annual basis. This makes sure your qualifications are meaningful and useful when you go out into the world of complementary and alternative therapies.

Each of our course manuals have been hand written by therapists fully qualified in that subject matter. They are then double checked by other therapists before going to our accrediting body to be checked once more before use. This process is long, sometimes taking months to get to the accreditation point. We work hard so that you can have peace of mind!

Because of this, we expect all our students to give us their best. All homework, case studies, and reflective practice should be done to your best ability and handed in on time (unless an emergency comes up and you get an extension approved in writing **before** the due date). I personally prefer work to be submitted in Verdana font, but times new roman is fine too. Homework will be set at the end of classes as well as in the online theory sections and must be submitted before the next class.

As for clothing to wear to any of our classes, we are not particularly strict and do not believe in uniforms, so wear something comfortable and relatively professional, (we usually wear tracksuit bottoms and a t-shirt or tank top when working), anything that allows you to move comfortably. Shoes must be closed toed when working on massage sections of any course. For non massage parts (including reiki) wear whatever shoes you feel comfortable in, often we can be barefoot (especially in reiki).

We ask that you are engaged in class discussions, asking any questions you have. This way we can continue to make sure you are learning and we fulfil all educational needs throughout the course. If at any point you feel we are not doing this, please let us know. We are not psychic, and cannot fix an issue if we do not know it exists.



FHT



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standards
authority

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I'm a registered therapist, so you know I'm qualified and insured



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We expect all students, staff, and clients to abide by all our policies set out in the student handbook/manuals. This includes health & safety, discrimination, and equal opportunity policies. If you feel that this is not happening, or you feel discriminated or bullied in any way let us know so we can help you in any way we can.

As a student, you can back out of a course at anytime, the monetary costs of this are laid out in our cancellation policy, but will be reiterated here:

Students:

If booking one of our short courses like, Reiki (levels 1 & 3), Ear Candles and, Indian Head massage, a 25% non-refundable deposit will need to be paid. Payment in full must be made 24 hours before the first day, unless an agreement has been made for a payment plan. Certificates will be withheld until full payment has been made. If you cancel less than 2 weeks before that start of a course, 50% of the course fees will be payable. No shows or cancellation within 48 hours will be charged the full amount of the course.

For online study (less common essential oils CPD & anatomy, physiology and pathology), you will have 48 hours from your enrollment to cancel and a full refund will be given.

For full qualification courses (Aromatherapy, Massage, Reflexology and Reiki 2), you will have 2 weeks to change your mind and will receive a 75% refund of course costs or be able to transfer to a different qualifying course. This will not start the 2 week time limit again, the original time limit will still apply.

If we have to change the dates of a course, you will be notified ASAP and we will work to make sure all new dates are suitable for you. If this is not the case then a full refund will be issued.



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