

CSA Diploma in Coaching Supervision

Learning Engagement Agreement

We are delighted that you have been accepted onto our UK Diploma in Coaching Supervision Training Programme.

Course Date: October 2020 – September 2021

Module Dates: Module 1 - 8th & 9th October 2020
Module 2 - 4th & 5th February 2021
Module 3 - 24th & 25th June 2021
Module 4 - 9th & 10th September 2021

Programme Fees: £4,740 +uk vat

Location Virtual Delivery format via Zoom

To secure your place, we ask you to complete the online application form and pay a non-refundable deposit. The payment of this deposit denotes acceptance of the Learning Engagement Agreement detailed below, outlining the Engagement Expectations, Terms, Fees and Cancellation Policy.

The payment schedule is as follows.

Payment Date	Amount
Deposit payable immediately in order to secure a place on the course. An invoice will be issued shortly	£900.00 GBP*
Balance by single payment before the beginning of the course. An invoice will be raised 1 month after the deposit payment is received	£3840.00 GBP*
Course Fees Total -	£4740.00 GBP*

* Prices are exclusive of UK VAT where applicable at the prevailing rate
We can offer monthly payment schedules to spread the cost if that is helpful. Please contact Michael Smith for more information.

Once the completed form is received, we will issue an invoice for the deposit and the course joining information and pre-course task details will be sent by Sam Fremantle upon receipt of payment.

Coaching Supervision Academy Learning Engagement Agreement

CSA Responsibilities:

Coaching Supervision Academy Ltd (CSA) agrees to provide the CSA Diploma in Coaching Supervision course as outlined in the course description. Coaching Supervision Academy Ltd promises to provide qualified faculty, tutors, webinar leaders and programme content during all phases of the course. The CSA course provides an excellent balance between academic, practical and experiential input and takes account of long-established adult learning methods.

Participant Responsibilities:

Delegates will be required to participate fully in all aspects of this programme - as described in the course description (module days, webinars, practice groups, group tutorials, one to one supervision and working with five supervisees with a minimum of five sessions per supervisee); all of these learning components will be completed by the end of the programme. Part of the richness of a programme like this, is the result of full participation on training days where you are invited to join in group activities, self-observation and in sharing reflections.

Sometimes we 'dive deep' on the course and we ask that you come prepared to enjoy and learn from reflecting on your work, with colleagues and faculty. We ask each of you to maintain strict confidentiality, not revealing any personal content about participants or content about clients who are not present in the course activities. You are free to share your own learning and experience, but not the learning and experiences of others.

All requests for cancellations or refunds must be made in writing as soon as possible. **No refunds will be made within 30 days of the course start date** (i.e. Day 1, Module 1). Earlier requests (i.e. more than 30 days before the start date) for refunds always **exclude** the non-refundable deposit and any bank charges incurred by CSA processing fees accepted for your place. Refunds will be paid by CSA within 30 days of receiving the written notification of cancellation and request for a refund.

If for any reason your circumstances change once the programme has started e.g. you do not attend module day(s), or you do not complete assignments, webinars, practice groups (etc.) or for any other reason you become ineligible for the Diploma award, or you do not wish to continue with the course then **full fees for the course will still remain payable** (whether you have paid for the whole programme at the beginning or are paying by instalments). Your Course Fee does not include any additional resources beyond that which is clearly advertised as part of the course. For example, if at the end of the course, you do not meet the standard and criteria for passing the course, CSA will design with you a short programme specific to your learning needs. This would enable you to reach the desired standard as quickly as possible. Should you take up this offer, any further supervision, tutorials or input would incur an additional cost.

If your attendance at the modules requires international travel, please check that you have adequate travel insurance, including cover for cancellations/alterations to travel arrangements due to travel restrictions imposed as a result of factors such as the 2020 covid19 outbreak.

In paying the deposit to secure your place, you are **agreeing** to this Learning Engagement Agreement and will abide by CSA's policies as outlined above, including standards of conduct and payment policies.

Additionally, signing up for the course will also automatically sign you up for the CSA Newsletter. You can unsubscribe at any time by clicking the relevant link in the Newsletter. Our Privacy Notice is on the CSA website, [click here](#) for more information.