

Conditions of Enrolment for Online Classes Students

PLEASE READ CAREFULLY

Please note that in order to study at the Faculty, you must be aged 18 years or over. There is no upper age limit.

The Faculty reserves the right to cancel an online course if it attracts an insufficient number of students. In this unusual event, the Faculty will refund your fee in full. No refunds will be paid on student cancellations.

Your Operating System and Browser

The Faculty uses Zoom Meetings software to host its online classes.

Before you enrol for the first time check the *System Requirements for Zoom*, on the Zoom website:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-andLinux>

to make sure your system will work with Zoom. The Faculty will not refund fees to students who cannot join the course because their system does not support Zoom.

Joining the Class

You can join the class using a laptop, either Windows or Mac. We advise you not to join using a phone – the sessions will include slide presentations and the material will be difficult to see on a very small screen.

You will need the following:

- Good internet access
- Webcam
- A good quality built-in microphone or external head-set

The Faculty will do its best to ensure the sound quality is consistently good, however this is partly dependent on the quality of your broadband connection and audio.

When you first enrol, you will be sent an email confirming your enrolment and containing instructions for joining and participating in the class. These instructions can also be downloaded from the Faculty's Online Classes webpage at <https://www.astrology.org.uk/online-classes>

There will be an Induction Session a few days before the first class of Modules 1 and 4, for participants to meet the course tutors and get used to the Zoom platform. For other modules, the first class will start 30 minutes earlier than the normal starting time to allow time for introductions.

Before each session, you will be sent a link by email which allows you to enter that particular session.

Sessions are typically held once per week and each is two hours long. Each term consists of 10 sessions. Please make sure you access the classroom 10-15 minutes before the start time, as each session will begin promptly at the appointed time.

Recording the Classes

The teaching part of each class is recorded and available to students of that class only for the duration of the term (until the credit-bearing assignment has been submitted). ***Please note: these recordings are highly confidential and at times may contain sensitive content. They should not be shared with anyone outside of the class and should never be viewed in a public space.***

Course Structure

The Foundation Course is designed in three modules, with one module scheduled per term. The Foundation Course can thus take one year to complete if you attend the modules consecutively. Alternatively, you can spread out your learning if you find you need to take a break between modules, and can rejoin the course in a future year.

The Diploma Course is designed in six modules, with one module scheduled per term. The Diploma Course can take two years to complete. However, an individual student may take longer than this, choosing to take a break in between modules to take time to absorb the material, deepen their understanding and practise working on charts. Your tutors may suggest that you take a break between levels or modules to develop and practise.

Taking Your Time

Studying astrology can evoke changes in how we see life and experience the world, and for this reason it is important that you take their time with your studies and view study as a journey rather than a destination. There are times where there is greater studying activity and other times of greater reflection or adjustment, both of which are of immense value. It is important that you take responsibility for managing yourself through this process.

Books

The Reading List for each module suggests background reading for your course and we would strongly encourage you to do as much additional reading around each subject as time allows, since you will benefit from being able to draw on a wide range of material.

There are a few set text books which you will need to obtain for some of the modules, as follows:

- ***Raphael's Ephemeris*** (essential set text for Foundation Course Modules 2 and 3).
- An ***Ephemeris for both the 20th and 21st centuries*** (essential throughout the Diploma Course). It is useful to invest in physical copies, but there are online ephemerides available.
- ***The Combination of Stellar Influences*** by Reinhold Ebertin (essential text if you choose to take the Module 7-R option).

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- **Mundane Astrology** by Michael Baigent, Nicholas Campion and Charles Harvey (essential set text for Module 8). This is now out of print but a PDF copy of it is available from the Faculty for use by students enrolled on Module 8. Please contact the Director of Studies, Rosemary Smith, who will send this to you, at rosemary.smith@astrology.org.uk

Please Note: You are advised to make sure you buy a copy of the set text for your module **before** you enrol on it. Details of specialist astrological outlets for online ordering and worldwide delivery are listed in the 'Essential Books for Purchase' document which you will find on the 'Enrolment' page of the website under the 'Courses' tab: <https://www.astrology.org.uk/courses-overview/enrolment>

Course Material

Each module is accompanied by written course material which summarises the subjects learnt at each stage, in the form of a series of articles. When you enrol on a module, you will be given access to a module page on our Online Learning Environment (Moodle), where you will find the course material you need for the module.

Homework

In order to maximise the time available in each online session, your tutors will usually ask you to read certain articles from the course material and prepare a small amount of work for the following session. Each online student is invited to participate actively in the sessions and the tutors will ensure that you are given the time and opportunity to do this.

At the end of each module, if you wish to gain the 20 module credits, you will usually also need to complete a piece of written homework to be handed in after the end of term – see the section 'Working towards the Certificate and Diploma' below.

Working on Your Own Chart

Throughout the Certificate and Diploma classes, you will often be required to work on your own birth chart. Partly this is for practical reasons – whenever you learn a new technique or idea, the process of applying it to your own chart can help you engage with the technique or idea more fully. As every student soon discovers, astrology comes alive when you really see it working in your own chart.

But there are also more subtle processes at work. Firstly, as you progress through the modules, you will become increasingly aware of the potential power of astrology as a tool for understanding the character and experiences of another human being – and you will also become increasingly aware that whenever you look at another person's chart, you inevitably see it through the lens of your own personality. Much like the principle in quantum physics which suggests that the act of observation can change the outcome of an experiment, the personality of the astrologer is crucial to the energy and nature of a chart reading, whether this is a simple exercise on a sample chart in the Foundation Course material or the readings you may eventually give to clients as a professional astrologer. Astrological training therefore brings with it the need to develop an awareness of our own personal biases or predispositions, so that we can more effectively bracket these out when we read someone else's chart.

Secondly, astrology encourages a participative process that strengthens as we deepen our relationship with the symbols, eventually bringing us to a deeper understanding of ourselves, of life in general and of our relationship to the cosmos.

The Faculty therefore places a lot of emphasis on the idea that learning astrology is a multi-layered process of growing awareness and personal development, with the work you do on your own chart being central to this process.

If you do not know the exact time of your birth, it is still possible for us to provide you with a birth chart if you know the time to within a few hours – some parts of the chart will be speculative, but as you gain more experience of astrology it should be possible (with the help of your tutor) to narrow this down until you arrive at a chart which feels like a close fit. Alternatively, you can pay a professional astrologer to have your birth chart ‘rectified’, a skilled process of matching significant dates and events to astrological signifiers in order to arrive at a suggested time of birth – if you wish to do this, you will find a list of Faculty-trained astrologers who do rectification work on our website at www.astrology.org.uk

If you do not know your birth time, you should indicate this on the enrolment form, so that your tutors are aware of it.

Charts Used in the Classes

The class tutor is at liberty to use such material to illustrate the workings of astrology as is deemed appropriate for that class. This can include (for instance) notable or notorious people of history as well as historic events steeped in debate, controversy or revision. Use of such material is not to be deemed as necessarily countenancing the moral values, practices, identifications, prejudices, attitudes, lack of inclusivity or deeds of the past or present, or of any culture.

The tutor is also at liberty to employ technical astrological terms and pronouns that are in general and accepted usage within the astrological tradition or system practised by the tutor. These clarifications are made in full cognisance of contemporary race, gender, cultural and age sensitivities. This will be reflected in the selection, presentation and tone of course or seminar material.

If the right of the tutor to select relevant material as detailed above is not respected, a student may be required to leave a course to avoid the disruption of the learning experience for other students. If this happens, the student in question will **not** be eligible for a refund of the fees for that module.

Sharing Your Chart in the Class

During the classes, it is usual for tutors to display the natal charts of students when students are discussing parts of their chart. These charts will be displayed without the birth data. However, if you do not wish your chart to be shared with the class, please inform your tutor before the classes start.

Your Tutors

Your tutors’ aim is to ensure that you have a rewarding and individually-supported learning experience. They will support you throughout each module, suggest extra reading, provide specific

examples and generally ensure that you have all the guidance and feedback you need to successfully complete each module.

Each module is typically taught by two tutors, who work closely together in their preparation for the seminars. If you go on to study the Diploma, you will therefore come to experience a variety of tutors over the course of your time with us, allowing you to broaden your understanding and encouraging you to develop your own astrological methodology.

Working towards the Certificate and Diploma

The Faculty's courses and exams allow you to accumulate credits as you work through your studies. You will automatically receive 20 credits when you complete each module, whether studied at London Classes, by Email Distance Learning, Online Classes, or at Summer School. To gain your 20 credits you need to firstly fulfil the attendance requirements (see the section 'Attendance at the Online Sessions' below) and secondly complete one piece of written homework at the end of each module. (Occasionally you will be asked to do an in-class presentation instead of written homework to gain the credits).

You must submit the credit-associated exercise within four weeks of the final class in order to gain your credits. The assignment will be set two weeks before the final class, giving you six weeks in total to complete the assignment. The tutor/s will advise you of the date by which the homework needs to be completed.

In addition to the module credits, you will receive 60 credits when you pass each of the interpretation exams – Certificate, Intermediate and Advanced – making a total of 360 credits required to obtain the Diploma qualification, as follows:

Foundation Course leading to the Certificate

Module 1	20 credits	120 credits
Module 2	20 credits	
Module 3	20 credits	
Certificate Interpretation Exam	60 credits	

Diploma Level One

Module 4	20 credits	120 credits
Module 5	20 credits	
Module 6	20 credits	
Intermediate Interpretation Exam	60 credits	

Diploma Level Two

Module 7	20 credits	120 credits
Module 8	20 credits	
Module 9	20 credits	
Advanced Interpretation Exam	60 credits	

Attendance at the Online Sessions

In order to gain the credits, you are required to attend a minimum of 75% of the online sessions which make up each module. This effectively means you need to attend 8 of the 10 sessions. Attendance means attending the class fully, with your camera switched on.

At the end of the module, if you have fulfilled the attendance and the module homework requirements, you will be awarded the credits.

Module credits will expire after 6 years unless you validate them by passing the relevant exam at that level. In other words, if you have obtained all Foundation Course module credits, you will need to pass the Certificate Interpretation Exam within six years of completing Module 3 in order to validate these credits. The same system of validation applies to Levels One and Two of the Diploma course.

For details of the credits system and gaining the Faculty’s Diploma, go to www.astrology.org.uk/examinations and download the ‘Exam Rules and Regulations’ document.

No Pressure!

There is no pressure on you to take any of the examinations. Whether or not you intend to take the examinations with a view to becoming a qualified astrologer, our nine modules provide a structured and comprehensive astrological education in themselves. The exam process however is a valuable learning process in itself which some students can benefit from significantly.

English as a Second Language

Students will need a good standard of reading, writing and speaking English to be able to take the course. If you are unsure of this, you can check your language on the following university access website: <http://www.open.ac.uk/courses/do-it/english-skills>. If you need to develop your language skills we advise that you take an English language course first.

Privacy and Protecting your Confidentiality

Your tutor will respect your privacy at all times, and any work you submit will be treated as strictly confidential between yourself and your tutor. The only exception to this rule is when the Head Tutor occasionally requests examples of the tutor’s work for purposes of monitoring tuition standards. In such cases, any communication between yourself and your tutor will be kept confidential by the Head Tutor.

Furthermore, Faculty tutors are under an obligation to keep all tuition records and material in a safe place, and all such material held by your tutor will be destroyed three months after each level of study has been completed or after three years if a level is not completed.

Tutoring records held centrally will be destroyed after you have successfully completed the requisite level exam or otherwise where the level is not completed will be destroyed after 10 years.

Keeping your Coursework

It is your responsibility to keep copies of any coursework and tutor feedback. Your coursework will not be retained for longer than three months after you have completed a level of study or not longer than three years if you don't complete all requisite modules at a level of study.

Enrolling on Module 9

Students who attend Module 9 are required to conduct a 'live' chart consultation with a client and submit a recording of the consultation to their tutor for feedback. Conducting a reading with a client requires a secure knowledge of forecasting and synastry techniques, as well as a sensitive and empathetic approach to chart work. For this reason, Module 9 is only open to students who have completed Modules 1-7.

Right to Cease Tuition

In the unlikely event that the Faculty considers it not to be in the best interest of a student or the school to continue to provide tuition to a student we will arrange with the student to end the ongoing provision of tuition.

Refund Policy

No refunds are payable unless you can prove exceptional circumstances or you have purchased a course 14 days prior to starting the tuition. In this case, you are entitled to a full refund if the tuition has not started or to a partial refund if the tuition starts within this 14-day period.

To request a refund, you must contact us by email at info@astrology.org.uk and each case will be considered individually. If a refund is agreed, a deduction of £50 may be made to cover administrative costs and the refund will be processed within 5 working days.

Student Registration Fee

The Faculty is a non-profit making organisation and exists for the purpose of providing courses of study and exams for its students. It is a Company Limited by Guarantee. Payment of the Student Registration fee and subsequent re-enrolment on any course of study constitutes agreement to the following clause:

I understand that by making this application, I am agreeing to become a member of the Faculty of Astrological Studies, a Company Limited by Guarantee, and understand that in accordance with its Articles of Association every member undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets in the event of a Winding Up whilst they are Members or within one year after their membership ceases.

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Payment of the Student Registration fee means that you become an Associate Member of the Faculty for the entire period of your studies with us, unless you take a break of more than one year.

Associate Membership status entitles you to attend our Annual General Meeting in November.

If we do not hear from you for over a year, your Associate Membership of the Faculty will cease, although you will still be eligible to receive regular information from us about Faculty events.

Whether or not your Associate Membership has expired, as a past registered student of the Faculty you will always be able to enrol on further modules, take exam papers and attend Faculty Summer Schools at the student price in future and will not be expected to re-register. If you do enrol on a further module or exam paper, you will once again qualify for Associate Membership status unless you again take a break of more than one year from the date of your last enrolment.

A Copy of the Articles of Association can be found on the Faculty website. In addition, as an Associate Member you are entitled to request a copy of the Faculty's abbreviated Annual Accounts – if you wish to receive a copy, please write to our Treasurer Marielle Churaqui at: marielle.churaqui@astrology.org.uk

Post-Enrolment Change Requests

If, after your enrolment has been processed, you request to change to a different class, term or mode of study, the request may be granted if the class has not yet started. Changes will depend on a place in the other class being available. If a space is available and the request is granted, an administration charge of £25 will be payable. For more information email our Administrator, Tatiana Cuoco at info@astrology.org.uk

Student Feedback

A Student Feedback Form will be sent to you at the end of each module. We would be very grateful if you would take a few minutes to complete this form and email it to the Online Learning Manager, Frances Clynes at frances.clynes@astrology.org.uk. This will greatly help us to continue to improve our material and method of tuition, with a view to ensuring that your studies are as fruitful and enjoyable as possible.

For any queries about your ongoing studies at the Faculty, please write to the Head Tutor, Cat Cox, at head.tutor@astrology.org.uk

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