



Diploma in Creative and Practical Therapeutic Skills

ADMISSIONS PROCEDURE

All applications should be received by the date stated on the website. An application fee of £25 is charged for processing applications. Please note that conditional offers will be made as applications are received and the course will close once full.

Please check that you meet the essential entry criteria (available on the website dandeliontime.org.uk). Applications should be made using the Learner Application Form (downloadable from dandeliontime.org.uk). Please complete and submit together with the application fee by post or email to

Viv Sullivan
Dandelion Time
Elmscroft
Charlton Lane
West Farleigh
Maidstone
Kent
ME15 0NY
vivsullivan@dandeliontime.org.uk

Once your application has been received, it will be assessed by our Admissions Team. You will be invited to an interview and to participate in a trial session to ascertain your suitability to undertake study and associated practical skills work.

We aim to provide a decision on your application within three weeks from the date of receipt, provided the application form is complete. However, there may be certain circumstances in which we are unable to provide a response within this time period. If this is the case, we will keep you updated on the progress of your application. If your application is successful, we will issue you with a conditional offer letter (by e-mail). If your application is unsuccessful, we will send you an e-mail along with an explanation of the reason you have not achieved a place on this occasion.

If you receive a conditional offer letter, please read the letter carefully and confirm that you can meet all of the conditions outlined before accepting the offer. In particular, the conditional offer letter will contain important information about the course fee and when fees must be paid. You

need to respond back to us (preferably by e-mail) letting us know that you would like to accept the offer.

One condition of the offer letter will be to undertake a DBS check at Dandelion Time. Your offer will be accepted subject to an acceptable DBS*.

**Please contact Dandelion Time for further details on acceptability.*

You will be required to pay a minimum deposit towards the course fee before we can enrol you on the diploma. The required amount will be clearly stated in your conditional offer letter. Accepted methods of payment include a bank transfer, cash or cheque.

Once all the necessary documents and payment have been received, you will be enrolled on the course. You will be invited to come to our office in West Farleigh, Maidstone, to complete the process.

You will need to bring with you the following documents:

1. Your passport/ID
2. Your original educational certificates (as per your application form);
3. Documents for DBS (for example, birth certificate, driving license, recent bank statement)

Once we have received a clear DBS, you will be fully enrolled on the Diploma course.

Payment Terms

Learners are encouraged to pay their remaining course fee in full and by doing so will receive a 5% discount. However, there is an option to pay in two instalments by direct debit. Dates on which payments are due will be clearly indicated on the offer letter and it is the responsibility of individual learners to ensure fees are paid on time. If you choose to pay by instalments, you will be asked to sign an agreement outlining how you will pay the remainder of the fee.

Learners who have overdue fees will be given notice one week after the payment due date. Failure to pay within a further fourteen days will mean the student will be required to cease attendance on the course until payment has been made. This will impact on the qualifying attendance required to complete the course. Liability for payment for the course will remain with the learner regardless of attendance.

Any learner who decides to withdraw from the course is not entitled to a refund of any fees paid; he/she will also be liable to pay the remainder of the fee, in its entirety.