

Alef Trust Professional Certificate Application Form 2023-24

Please read the Guidelines for Applicants before completing the form

SECTIONS OF THIS DOCUMENT

- **Part 1: Application Form** (please refer to “Part 2: Guidelines for Applicants” for guidance).
- **Part 2: Guidelines for Applicants.**
- **Part 3: Alef Trust CIC Terms and Conditions for Applicants** (please read them).
- **Part 4: Applicant Declaration** (please fill the required information, remember to add your signature, and follow instructions about how to send the application).
- **Part 5: Psychedelics, Altered States and Transpersonal Psychology certificate programme only: Statement of student responsibility (additional signature required).**

When complete please email the application form to nick.theo@aleftrust.org

Note: Download this document before filling it out. Please remember to save it periodically to avoid losing your work.

For more instructions on how to fill and sign this form, please refer to the link [How to complete and sign your Fillable PDF Form](#) on the Certificate application and resources webpage.

Part 1: Application Form

PERSONAL DETAILS

Title: Mr. Ms. Miss Mrs. Dr **Gender:** Male Female Other

Surname/Family Name: **Previous surname** (if applicable):

First Name(s)/Given Name:

Date of Birth (dd/mm/yyyy):

Addresses:

Correspondence:

This address will be used for all correspondence

Home:

if different from correspondence address

Postcode:

Postcode:

Email:

Skype ID:

We utilise Skype for one-to-one meetings.

Telephone numbers (Please include full country and area codes):

Mobile:

Other contact number:

PAYMENT OF FEES: WHO WILL PAY YOUR FEES?

Self

Employer/Sponsor (Please give full invoice details)

SUBJECT AREAS FOR PROPOSED STUDY

Start date	Duration & Course Fee	Alef Trust Professional Certificate Programme	Apply
February 2023	1 year / £3600	Transpersonal Coaching Psychology (TCP Certified Coach)	
February 2023	1 year / £3000	Psychedelics, Altered States and Transpersonal Psychology	

SUPPORTING STATEMENT

Please include both an outline of your interest in your chosen topic, and your reasons for wishing to study in the Professional Certificate programme (750 words max.).

WORK EXPERIENCE

Please list relevant work experience, including voluntary/service work.

Job title/ nature of work experience	Name of organisation	From mm/yy	To mm/yy

QUALIFICATIONS

Please list relevant degree or other qualifications, including professional qualifications.

Relevant qualifications, e.g., degrees, professional	Subject	Date awarded	Place of study	Results

Part 2: Guidelines for Applicants

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY.

Data Protection

In line with the Data Protection Act 2018 (which applies the EU's General Data Protection Regulation, GDPR), the details you provide will remain secure and confidential and will not be shared with anyone else outside of our organisation without your prior consent, unless it is deemed there is an immediate risk to your own safety or the safety of others. For full details please see our [Alef Trust Privacy and Data Protection Policies](#).

PERSONAL DETAILS

Correspondence address: enter the address to which you expect all correspondence to be sent. It is important that you inform us of any change of address immediately.

PAYMENT OF FEES

Please give details about who you expect to pay your fees for the proposed programme of study. If someone other than you is paying your fees, a letter must be enclosed from your sponsor, confirming that your fees will be paid and giving contact details for invoicing.

DETAILS OF THE PROFESSIONAL CERTIFICATE PROGRAMME YOU WANT TO STUDY

Please select your chosen programme by ticking as indicated.

SUPPORTING STATEMENT

Please give relevant background and current reasons for your interest in your chosen topic. Include reasons for your decision to study this course in an academic context.

WORK EXPERIENCE AND EMPLOYMENT

Please include relevant work experience - paid or unpaid, full-time or part-time.

QUALIFICATIONS

Please list relevant qualifications. Include any professional qualifications and short courses you may have attended.

APPLICANT DECLARATION (on p.7)

Any offer to study a Professional Certificate Programme will be made on the understanding that in accepting it you agree to abide by the conditions stated below, and by signing this form you are confirming your agreement. If sending the application by email, please be sure to sign, scan and save your application form as a PDF document. A typed signature is not acceptable; use a scanned version of your handwritten signature.

IMPORTANT NOTE

Alef Trust CIC will use its reasonable endeavours to deliver programmes of study in accordance with the descriptions set out in its promotional materials. However, these materials are not intended, nor should they be considered, to contain definitive descriptions of course materials and facilities. If Alef Trust CIC discontinues any programme of study after an offer of a place has been accepted, it will reimburse any tuition fees, wholly or in part, paid by the student to Alef Trust CIC up to the date of the discontinuation of the programme of study. Alef Trust CIC will not be liable for any other loss claimed to be suffered by the student as a result of a programme of study being discontinued.

Part 3: Alef Trust CIC Terms and Conditions for Applicants

1. Alef Trust undertakes to make available the learning resources and support required to allow the student to complete their programme of study. Details of the support provided within each area of study are given in the Professional Certificate Programme Guide. It is the student's responsibility to ensure that they access this support and the resources as appropriate.
2. Successful applicants are required to pay a non-refundable deposit of 200GBP within one month of receiving their letter offering them a place on the programme. The deposit will be deducted from the first instalment of the fee payable for the programme. Alef Trust will invoice students prior to the start of the programme, with an option to pay in 2 instalments. 50% of the full fee will be due prior to the February start date and the second payment will be due no later than 1st September. In demonstrated cases of financial need, an application can be made to pay in more than two instalments. In this case the first instalment will be due before commencement of the relevant programme. Failure to pay subsequent instalments will result in the disabling of passwords and usernames for electronic learning resources.
3. All students will have access to electronic learning resources, including a collaborative learning environment (CLE) until the end of the programme. Access to these resources is dependent upon the student conducting themselves in a respectful and supportive manner to other members of their online learning community.
4. The CLE is a closed learning environment. It is the responsibility of each member of the learning community to maintain this environment. Usernames and passwords assigned to students for electronic resources are for the use of that student only and must not be passed to any other person in any circumstance. Failure to comply with this condition can result in the withdrawal of such resources.
5. If a student decides to leave their programme of study prior to its completion, then Alef Trust must be informed by email or letter sent to the Programme Leader and copied to the Registrar. Verbal notification will not be sufficient. This requirement comes into effect as soon as an application form has been received from the student. The financial consequences of withdrawal depend on the timing of the student's decision to withdraw, as follows:
 - 5.1. All students have the right to cancel their agreement to take up the offer of a place on the programme of study within 14 calendar days of receiving Alef Trust's confirmation of their place by email. There is no requirement to provide reasons, and the student will receive a full refund of any fees paid or a waiver of any fees the student had been liable to pay for the programme of study.
 - 5.2. If the student informs the Programme Leader and Registrar of their intention to leave the programme prior to the February start date, the student will be liable for the £200 deposit.
 - 5.3. If the student informs the Programme Leader and Registrar of their intention to leave the programme prior to 1st September of the calendar year in which they commenced studying the programme, the student will be liable for 50% of the full fee for the programme of study.
 - 5.4. If the student informs the Programme Leader and Registrar of their intention to leave the programme after 1st September of the calendar year in which they commenced studying the programme, the student will be liable for the full fee for the programme of study.
6. If a student is unable to complete a module or programme of study due to adverse personal circumstances beyond their control (such as serious prolonged illness or an unpredictable change in economic circumstances), the student may request a **Leave of Absence (LOA)**: suspension of studies and re-enrolment in the programme of study in the following academic year. All decisions regarding LOAs and re-enrolment will be made on a case-by-case basis and students have no warranty that their LOA request will be accepted. All circumstances will be carefully studied, and generally Alef Trust discourages students about interrupting their studies. Be aware that LOAs are subject to the following financial and academic conditions:
 - 6.1. In order to secure their place in the new cohort of students, the LOA student will be required to pay a deposit of 200 GBP, refundable against the fees that will become due when they commence the year of study. The

payment of the deposit should be made no later than one month before the start date of the new intake of the certificate programme. At that time, Alef Trust's staff will contact the student and provide specific instructions concerning this matter and any other applicable registration requirements.

- 6.2. The returning LOA student will be required to pay fees at the rate payable by the cohort of students they are joining. If the Alef Trust increases the certificate programme fees during the period of the LOA, the returning student will be charged at the new rate. The new fee will apply throughout the remaining duration of their certificate programme. Fees paid in the year in which the student took the LOA will be credited against the new fee.
 - 6.3. If the student had already paid all fees in the year in which the student took the LOA, the deposit will be just the difference between the paid amount and the fees for the new intake of the certificate programme.
 - 6.4. During the LOA the student's learning process will be suspended and the student's access to all online resources of the programme will be suspended. The student will maintain access to Alef Trust's Online Community. Alef Trust encourages students in a LOA to continue their participation in the community during their LOA.
 - 6.5. All marks obtained prior to the Leave of Absence will be retained/carried forward to the next intake of the certificate programme. In certain circumstances, where there are linked assessments, or group assignments, it may not be appropriate to carry marks forward. This will be determined on a case-by-case basis.
7. Access to the online collaborative learning environment (Canvas): students will have access to the online collaborative learning environment until the official end date of their programme. However, if a student extends their learning process beyond that date, then it is the student's responsibility to extract all the necessary files and information to continue their learning process in direct communication with the programme leader, outside of the online collaborative learning environment.
 8. **Accreditation:** Students will be awarded a *Professional Certificate* for their studies issued by Alef Trust. To achieve the certificate, students must demonstrate their learning efforts and progress by fulfilling the programme attendance and assignment requirements.

For those applying for the **Certificate in Transpersonal Coaching Psychology**, please note that certification is awarded by Alef Trust upon successful completion of the learning tasks (such as forum participation and personal experiential work). This certificate is suitable for candidates taking the programme for personal enrichment and for those wishing to achieve coach accreditation with [the International Association of Coaches, Therapists & Mentors \(IACTM\)](#). By completing all three modules of this programme, students will have had a sufficient amount of training and will have accumulated sufficient coaching hours in order to be eligible for coach accreditation with IACTM. You will need to apply for IACTM membership following completion of the course.

Part 4: Applicant Declaration

- I confirm that, to the best of my knowledge, the information given on this form is correct and complete.
- I understand that any offer of a place is subject to my acceptance of Alef Trust's terms and conditions as given in this form.
- I accept that if I do not fully comply with these requirements Alef Trust reserves the right to cancel my application.
- I agree Alef Trust may record and process the information contained in this form and the Self-declaration form for statistical and administrative purposes in accordance with the Data Protection Act 2018.
- I agree to pay all fees that arise from my registration on the programme of study for which I am applying, and that acceptance of these terms constitutes a promise to pay agreement.

Name:

Signature:

Date:

To sign the PDF, follow the instructions from the “[How to sign up a PDF form?](#)” guide. If in doubt, contact [Nicholas Theo](#).

Please check that you have included the following with your application form:

Supporting Statement

CV

Copies of your qualification certificates

Valid Photo ID (Copy of Your Passport or Driver's License)

Signed Statement of Responsibility (only for the Certificate Programme in Psychedelics, Altered States and Transpersonal Psychology, on Part 5 of this application form)

Part 5: Statement of student responsibility

Psychedelics, Altered States and Transpersonal Psychology certificate programme only

Given the nature of the subject matter of this programme and its requirement that students participate in a practice-based / experiential / research component, prospective students are required to read and sign this statement of responsibility.

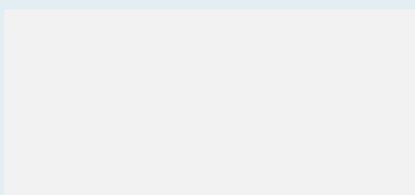
- Whilst engaging in programme-related tasks, students must not under any circumstances undertake any activities deemed to be illegal in the UK or in their country of residence. Note in this regard that some psychedelics are controlled substances in some countries / states. Students should not place themselves in danger, either mentally or physically, through any activities undertaken as part of the programme's requirements, nor should they put anyone else at risk. Students on this programme agree to take full responsibility for themselves and their activities undertaken in relation to the programme's requirements. Any proposal for reflexive study that is considered a risk in this regard will be rejected. All research-based project proposals must be ethically sound to be accepted.
- All proposals for research, practice-based, or experiential project work will be reviewed by the Programme Leader. Students must not commence any activities involving participants prior to receiving permission from the Programme Leader in writing.
- Students will identify, outline and propose a practice-based (experiential) activity in an assignment towards the end of module 2. The proposal will be examined by the Programme Leader, who will suggest amendments in discussion with the student. Students must not commence any observational activity before approval has been granted following incorporation of amendments, if required. Approval in writing will be given.
- The following exemplify the kinds of practices and/or experiential work that students may investigate within the programme: ongoing altered states practice or retreats including meditation, yoga, martial arts, deep nature emersion, pilgrimage, floatation tanks, dream journaling and lucid dreaming, mediumship, participatory religious practice, darkroom retreats, intense and wilderness sports, and shamanic activities (with/without plant medicines).
- Observation can either be of one's personal activity (example pursuits above) or could be part of the research conducted on others' experiences (examples of research methodology include ethnography, online surveys, case reports).

Disclaimer of liability: Students studying on the *Psychedelics, Altered States and Transpersonal Psychology* certificate programme offered by Alef Trust CIC are required to abide by the above responsibilities. Alef Trust CIC disclaims liability for eventualities that may occur following student behaviour that breaks the aforementioned areas of responsibility. In particular, within the context of activities undertaken as part of the programme, students must not engage in any illegal activity involving the use of substances that are controlled in the geographical region that they are in at the time. Possession or supply of a controlled drug in the UK exemplifies such an illegal activity. Alef Trust CIC accepts no liability for activities undertaken by students for personal exploration of altered states, when these are not sanctioned by the Programme Leader. It is the responsibility of the student to pursue only those activities that adhere to local legal requirements, and to ensure their own safety and wellbeing at all times.

Read and agreed by:

Name:

Signature:



Date: