

National Counselling Society's Training Provider Overseas Course Approval Terms and Conditions.

As a training provider I/we hereby agree to the terms and conditions as laid out by the National Counselling Society (the "**Society**" or "**NCS**") and declare that all information submitted in the application (and any additional materials provided with it) is true, accurate and correct to the best of my/our knowledge. In the event that any information or materials that has been submitted to the Society is revealed to be false, misleading or tampered with, I/we understand that this may lead to disciplinary action being taken against the training provider and may result in termination of course recognition. This may be the case regardless of whether it was submitted with an application or at any point during the period of course recognition.

I/we hereby authorise the Society to make enquiries as necessary to verify any evidence that has been submitted either during the application process or subsequently.

I/we understand that on certain occasions the Society may find it necessary and/or appropriate to share information about the training provider with other professional bodies solely for the purpose of, and in the interest of, public protection.

I/we authorise the Society to keep a record of the information received from and about the training provider, including any application documentation and any subsequent correspondence, in accordance with the Society's Privacy Policy

I/we understand that if courses are recognised by the Society details of the training provider and course information will be added to the Society's website.

I/we understand that:

- Course recognition is at the discretion of the Society and may be declined or revoked at any time, should the training provider fail to abide by the Society's Code of Ethics and Complaints Procedure, fail to meet training standards, fail to adhere to marketing and communication guidelines, fail to make payment of any of the Society's fees or as a result of the disciplinary process.
- If the application is successful, the appropriate level of course recognition will be awarded, and relevant certification will be provided.
- Agree to the following renewal conditions:
 - Complete the renewal form sent to them each year and ensure the renewal payment is made on time
 - Encourage **all** students and graduates on an NCS recognised course to join the Society
 - Provide **all** students and graduates on the NCS recognised course with Society application forms, materials and shares information from the Society with them
 - Always keep the Society up to date with any changes to contact details and course amendments
- Course recognition will run for 12 months from the date that course recognition is confirmed (the "**Start Date**"). Subsequent annual fees will be due each year by the anniversary of that date (the "**Renewal Date**") in order for Course recognition to remain active.
- Once paid, course recognition fees are non-refundable.
- To cancel course recognition with the Society, I/we agree to provide at least 1 month's written notice and understand that course fees are non-refundable. Any ongoing payment arrangements will need to be cancelled by the training provider. Any certificates awarded to the training provider by the Society will need to be returned.

If the application is successful and course recognition is awarded, I/we agree to accept the provisions of the Society's Constitution and to abide by the Society's Code of Ethics and Complaints Procedure for the time being in force (details of which are available on the Society's website or via the Society's offices).

Should a complaint be received about the recognised training provision, I/we confirm that full cooperation with any of the Society's complaints procedures for the time being in force, including disclosing required evidence to the Society and answering any questions raised by the Society in the investigation of the complaint will be given.

Marketing and communication guidelines

1. Overseas course Approval is conditional on the course being actively run and the course provider encouraging students and graduates to join the Society. In circumstances where there is insufficient participation in the Society by students and graduates, course approval may be withdrawn with sufficient notice given by the Society.
2. The training provider agrees to display the provided NCS logo on marketing materials and on their website with a link to the Society's website. They will do so by following the instructions for use below.
3. The training provider can only use the logo by clearly indicating the course which is Approved by using the words "(course) is Approved by the National Counselling Society and, at the discretion of the Society, is a route onto an overseas directory of counsellors. The provider cannot use the logo in any way which gives the impression that (a) it is the training provider rather than the course which is Approved or (b) that any other non-approved course is approved
4. The training provider must only use the logo that is provided by the National Counselling Society and agrees to the following:
 - a. Must not display the logo before being given permission to do so by the Society.
 - b. Must not alter it in any way.
 - c. Must follow any instruction from the Society, regarding updates to the logo.
 - d. Understands that the Society will monitor the logo for proper use and reserve the right to query or withdraw the use of the logo from any training provider.
5. If course Approval ceases between the training provider and the Society, then the logo and all references to course recognition must be removed from all websites and promotional materials within 14 days of expiration of approval.
6. The Society reserves the right to request a removal of the logo from the training provider's website, if it has been deemed as being used inappropriately or not in accordance with these terms and conditions.
7. The training provider is not permitted to mislead anyone as to what the Approval means.

I hereby acknowledge and agree to abide by the National Counselling Society's terms and conditions, as listed above.

I also confirm that I am authorised to sign these terms and conditions on behalf of the training provider.

Training Provider Name.....

Email address (the logo will be sent to this address)

Name of Signatory (authorised to sign on behalf of the training provider named above)

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Signed.....Date.....