

# Terms and Conditions

## Mindfulness Teacher Training Foundation Program

### International and Dutch edition

These are the Terms and Conditions for the International Edition of the Mindfulness Teacher Training Foundation Program. If you are following the Dutch edition of this course, please refer to the Terms and Conditions for the Dutch editions; which are available on: <https://centrumvoormindfulness.nl/opleiding-mindfulnessstrainer/basisopleiding-mbsr-mbct>  
Some slight differences may apply.

### Conditions for Admission

The conditions for admission to this Foundational Training are described on the website of the Center:  
<https://centrumvoormindfulness.nl/en/teacher-training/mindfulness-teacher-foundation-program>

### Registration Procedure

After completing the registration form, a you will receive a confirmation by E-mail. This E-mail states whether you have been admitted, have been admitted conditionally or have been rejected. We can also propose a (telephone) admission interview with one of the teachers.

If you are conditionally admitted, a recommendation for further study will follow. The registration procedure will in that case be followed (including payment), with compliance to the study advice as a condition.

Upon admission you will receive a letter by E-mail with all the information about the study program and the invoice. With payment of the invoice the registration is final; by paying the participant also acknowledges being aware of these general terms and conditions.

### Waiting list and order processing

In case of a waiting list, you will be notified upon registration. Registrations will be dealt with in order of reception.

### End Terms of the Foundational Training

In the 52 hours of the Mindfulness Teacher Training Foundation Program. After completing this course, you've made extensive acquaintance with the basic skills of mindfulness trainer landscape: guiding practices, inquiry and education. In addition, you have developed in the embodiment of mindfulness. You understand structure and different ingredients of MBSR and other MBIs. You are able to work independently with elements of training in a private practice. However, the (rather brief) scope of this course is not able to provide for a complete MBSR Teacher Training. We advise you to continue learning in practical settings, in other Teacher Programs or, if you can understand Dutch, in the CvM Advanced Training Program (which until further notice will only be available in Dutch).

### Certification

You will receive a certificate for the Teacher Training if the following criteria are met:

- › Having been present least 85% of the time present at the training days;
- › Having followed additional study or practice resulting from interim assessment interviews (if any);
- › Successfully passing the exam on the last day of class (resit may be possible).

### Change of dates

Only under exceptional conditions training dates and locations may be changed (for example due to illness of teachers or changes in the training). If this is the case, the course leader will inform the participant as soon as possible. In the event of insufficient number of participants, the training may start later or may be canceled. If participants do not want to start on an alternative date, they will be reimbursed their course fee.

### Final confirmation and booking arrangements

For international trainings you will receive a final confirmation at least two months before the starting date to let you know that there are enough participants to start. Please be aware that until this confirmation, it would not be wise to book nonrefundable travel and other arrangements since a minimum number of participants is required.

### Assessments

An assessment is an evaluation moment in which the individual development of the participant in terms of knowledgeability, skills and competences during the training is being assessed and discussed. Themes may be: development of insight into one's own strengths and weaknesses, relational skills, being able to handle the curriculum of the training, guiding mindfulness exercises, being able to communicate the themes of the training in an interactive way, embodiment of mindfulness. If necessary, additional study advice will be given after an assessment. An individual assessment interview may be requested by the participant as well as by the teachers faculty.

### Termination of the Course

If the participant interrupts participation of the course prematurely, no claim can be made for replacement class or refund of course fees.

The participant may be requested to leave the course for one of the following reasons:

- › Serious failure to fulfill the assignments;
- › Frequent absence (whether or not preventable);
- › Serious disruption of the group process;
- › Inappropriate behavior (such as theft, (verbal) violence, providing incorrect information);

- › Negligence in meeting other obligations (e.g. ethical, financial) regarding the study program.

In addition, insufficient follow-up of the advice resulting from assessments can be a reason for the team of senior teachers to ask the participant to leave the course. If a decision in this respect is taken, the faculty will motivate this.

### **Absence**

In the event of absence, no claim can be made for replacement teaching time or a refund. The participant reports absence as early as possible to the teacher or other member of the faculty.

### **Complaints Procedure**

The student is expected to address a complaint first to the teacher or faculty. If a complaint cannot be satisfactorily answered or resolved, the participant can turn to the complaints committee. The complaints regulations can be requested from the teachers and also can be downloaded via the webpage of this program. The address of the complaints committee is [info@margotvanstee.nl](mailto:info@margotvanstee.nl). The committee will respond within four weeks upon reception and will decide within six weeks after completing the informative phase, (apart from exceptional conditions). Complaints are handled confidentially, registered and filed and kept for the duration of the set term.

### **Course Fee**

The tuition fee and costs of study materials are stated on the website. The training is exempt from VAT.

### **Payment**

The participant will receive an invoice for the course fee as soon as the registration is final. The invoice must be paid within the specified period. Incorrect transfers will be reimbursed within two weeks.

### **Reflection Period**

After registration, a cooling off period of two weeks applies.

### **Cancellation**

If canceled up to eight weeks before the start of the training, an administrative fee of 150 euros will be charged. If canceled up to four weeks before the start, 10% of the course fee will be charged. Within one month before starting the course, refund is not possible.

### **Refund Upon Termination During the Training**

If the participant terminates the course himself, reimbursement of course fees is not possible. The same applies if the participant is asked to leave the course as a result of a shortcoming as described under "Termination of the Course", with the exception of insufficient follow-up of the advice resulting from assessments. If the participant terminates the course prematurely at the request of the teachers, a claim can be made for a refund in proportion to the number of missing days.

### **Participation in Person**

The training is a personal learning trajectory; the participant can therefore never be replaced by someone else. He/she remains

responsible at all times for the agreements financial as a consequence of registration and participation, even if the training is paid for by a third party.

### **Exemptions**

Since the mindfulness-trainer competencies that are practiced in this course are taught in an integral way, exemption does not apply.

### **Liability**

The participant is expected to be able to bear responsibility for their own health and physical, psychological and interpersonal functioning. The participant is always responsible for participating and the manner of participating in exercises during the course, and the possible consequences from this for their health. As a result, he/she cannot hold the teachers and the training institution liable for any damage resulting from this. The Center also holds no responsibility for the management of personal property.

The participant is responsible for the consequences of the (mindfulness) activities that he/she offers outside the Center.

### **Teaching to People with Vulnerabilities**

With the training for (MBSR) mindfulness teacher you are trained to guide mindfulness training for adults, with the exception of people with special (physical or psychological) vulnerabilities – unless you are competent and eligible to work with these vulnerabilities as result of other professional training. You are eligible for a MBCT qualification if you are competent and eligible to give cognitive behavioral therapy.

### **Confidentiality**

The training and teachers are bound by confidentiality with regard to privacy-sensitive data of the participants.

### **Providing Information About Changes in Personal Data**

The participant is expected to inform the head of the program of changes in personal data, such as home and e-mail address, in time. The study program can not be liable for missing any information due to not informing timely about these data changes.

### **Mentioning the Training Institute**

The participant is asked to state the name of the training institute correctly (Centrum voor Mindfulness). Statements about "trained by the Center of Mindfulness" in relation to the mindfulness training is only permitted after the completing the full Teacher Training Program (both Foundational and Graduate Course).

### **Copyright**

Of the course material provided, copyright and property rights rest with the Center, unless stated otherwise.

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Mindfulness Teacher Training Foundation Program  
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