

# Student Handbook



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Your Handbook provides important information to help you integrate into the learning community, develop your skills and achieve your goals. It is a valuable resource for your journey through the experience.

For a complete list of all our Policies and Procedures see the Emerson College web site at [http://www.emerson.org.uk/images/Admin/Policies\\_Procedures.pdf](http://www.emerson.org.uk/images/Admin/Policies_Procedures.pdf)



*"A healthy social life is found only when, in the mirror of each soul, the whole community finds its reflection and when in the whole community, the virtue of each one is living." Rudolf Steiner*

## 1. General Introduction

### Welcome

Welcome to Emerson College. We hope that you will find your studies both stimulating and rewarding.

This Handbook informs you about all practical aspects of campus and College life. If you have any questions that are not answered here, the staff will be happy to help you further. Please do not hesitate to ask.

### Mission and Purpose

#### Purpose

Emerson College is a learning community inspired by Anthroposophy that helps people to develop and integrate the spiritual, social and practical dimensions of life and work.

#### Vision

- To be a widely recognised and respected centre for learning and transformation through education, practical initiative, research and community building.
- To develop, exemplify and disseminate ways of working and living that encourage freedom, imagination and responsibility in the world.

#### Values

- We live what we teach.
- We honour our environment and work sustainably.
- We respect each other and work ethically.
- We recognise the value of anthroposophical Spiritual Science and consider ourselves part of the world-wide Anthroposophical movement that has its centre at the Goetheanum, Dornach, Switzerland, which is represented in the UK by the Anthroposophical Society in Great Britain.
- We recognise and engage in dialogue with other streams of contemporary thought and spirituality consistent with our purpose.
- We recognise and advocate British/Human values.

#### Methods

- We maintain and develop a campus in Forest Row, which provides the primary site for our work and our community.
- We welcome and partner with initiatives that enhance the experience of students at Emerson College whilst supporting our purpose. These initiatives include educational programmes, living accommodation, research institutes and a child care facility.
- We work the land using Biodynamic methods, and all our students can be involved in the work on the land.
- We develop learning programmes informed by the image of the human being as body, soul and spirit, drawing on the resources of Anthroposophy.

- Some courses are run directly by the College. Their Course Leaders are responsible for running them. Their aims and methods are agreed as part of their acceptance as Emerson College courses. We offer quality control to ensure that they stay true to their purpose.
- We host courses and activities whose purpose and ethos resonate with ours.
- We strive to balance professional development and self-development in our courses, out of a conviction that the best professional practice ultimately rests on self-leadership.
- The Faculty researches and formulates the educational principles that enable the College to work to its purpose. The Trustee Board provides overall leadership and accountability and serves to uphold and develop the spiritual values and purpose of Emerson College as a whole.
- Our management and administrative systems ensure that the students, staff and campus are cared for so that learning can occur in an optimal environment.
- Course leaders, staff, students and residents are involved in formulating policy and sensing future direction for our work to continue to develop.
- We foster an open relationship with our local and global community and seek to contribute positively to it.

### History and background of Emerson College

Emerson College was founded in 1962 by the educational pioneer in Steiner Waldorf education Francis Edmunds (1902 – 1989) as the first centre in the English-speaking world for Adult Education based on Anthroposophy. On this basis, over the years, Emerson College built up an inspirational programme of courses.

For over 60 years, graduates of these courses have gone on to found and work in Steiner Waldorf schools, biodynamic farms and centres of learning out of anthroposophy all over the globe. They have also become inspirational leaders in their fields in non-anthroposophical settings.

### Anthroposophy

The work of Rudolf Steiner (1861-1925) is the foundation of the work of the College and embraces a profound spiritual and practical understanding of the human being, society, our planet and the wider cosmos. In presenting the results of his research, Steiner sought to awaken individuals to their own spiritual experiences and life questions and to encourage attentiveness to the expressions of spirit in daily life. He described methods of personal development that each individual can follow in full freedom. Anthroposophy finds practical applications in many spheres, including education, art, sciences, medicine, social science, history, philosophy, architecture and agriculture.

### The Festivals

Preparing for and celebrating the principal festivals of the year form a fundamental part of all the courses and of community life at Emerson College. The major festivals celebrated at Emerson College are Michaelmas, Advent, The Holy Nights, Easter, Whitsun and St. John. The celebration of the festivals is a path to deepening our understanding of ourselves, the world we live in and the rhythm of the year, and strengthens and enriches community life.

### Structure of Emerson College

Emerson College runs fulltime, modular and short courses. We also offer venue rentals, conference facilities and events on our beautiful campus.

### Registration

Students participating in Emerson courses must register with Emerson College. Students on other courses will be instructed separately about how to register.

### Accreditation

Emerson College is recognised and regularly inspected by the **British Accreditation Council - BAC**, responsible for setting standards within the independent further and higher education sector. Our BAC accreditation gives Emerson access to the international student market via Short-Term Study Visa approval.

Emerson is also a **Crossfields Institute** Approved Centre. Crossfields is an Awarding Organisation which accredits some of our educational programmes. Additionally, Crossfields International is a Higher Education provider which uses the Emerson campus for several of their programmes.

### Community

A combination of distinctive features makes Emerson College a unique place for individual and community learning and growth. The student body typically comprises about 62% students from the UK, 20% from European countries and 18% from non-European countries. Usually, all continents are represented at the College, and hence the wide variety of cultures and languages found here. The age-range of students spans the full scale of adulthood, from young adults

recently emerged from tertiary education to older adults with a lifetime of experience to share. Course content will be experienced quite differently according to the perspective of one's stage in life, and sharing these perspectives is a rich and important part of the learning process.

The campus is also home to the Emerson Living and Learning Community, a group of residents who make their homes at Emerson and are committed to supporting the College and its students. It also hosts a range of other partner organisations including Robin's Nest childcare setting, Nose to Nose, the Healing Garden, the Foundation for Water and the Forest Row School of Ceramics.

The practical work in the houses, kitchen and estate is supported by volunteers who work in return for their accommodation and food, and make an essential contribution to the life of the College. They participate in many aspects of the cultural and social life on the campus, as do the resident community members.

### **Neighbours**

Tablehurst Farm is a biodynamic community farm, which is adjacent to Emerson College. You are welcome to walk through the farm to get to the village. Farm walks are arranged on a regular basis.

- Please do not interfere with crops or animals on the farm (for example, do not pick the apples from the orchard or walk through a freshly sown field).
- When you walk through the farm, please make sure that any gate you walk through is closed behind you.

It is very important that we maintain good relations with our neighbours up the hill (Pixton Hill Farm, Pixton Cottage and Pixton Grange) as well as down, so please walk on the footpath if you go up the road from the car park (all the property above Linden House and the car park is private) and keep noise levels to a minimum, especially in the evenings.

## **2. Location**

There is one main campus:

Emerson College, Forest Row, East Sussex, RH18 5JX  
United Kingdom

Telephone: +44 1342 822 238  
Email: [reception@emerson.org.uk](mailto:reception@emerson.org.uk)  
[bookings@emerson.org.uk](mailto:bookings@emerson.org.uk)  
Website: [www.emerson.org.uk](http://www.emerson.org.uk)

Some part time modular courses may use other venues depending on the needs of the course.



## **3. Student Support**

### **Pastoral support**

Each Course Leader, in conjunction with the CEO and the Leadership and Management team of Emerson College, is responsible for ensuring that the appropriate support services are available to students and that students are aware of how they may access the support specific to their needs. Contact your Course Leader for further details. Support is also provided by the Accommodation Manager and by the Student Mentor, Damian Mooncie CEO, whose role is:

- To provide a listening ear for students who have questions or concerns about their studies at Emerson by providing a supportive and confidential space for the student to voice his or her concerns or suggestions without involving the course leader in this first instance.
- To liaise between a course leader and students when a grievance is not required nor is a formal complaint being sought; and where an intermediary could allow students to address serious concerns regarding their studies but in a less formal manner.

- For those students leaving a course early, to conduct an exit interview if requested.
- To offer the student information about other forms of support if appropriate e.g. counselling.

Please do find these colleagues for assistance with accommodation matters and personal concerns.

### **Studies support**

Course Leaders support the students in their course work and development and they are available by appointment.

## **4. Resources**

Emerson College has a range of academic resources available on campus.

a) *Reception* - Our opening times vary according to our course programme; check the notice on the Reception door. Please note that we are only able to answer questions during the opening times, even if you see staff working in Reception at additional times.

b) *Photocopier and Post*

There is a photocopier in reception which can also scan documents. Please note that charges apply for these services

Letters that arrive for students will be put in pigeon holes in the cloakroom on the ground floor in Pixton. Please do not use the pigeon holes as a locker; they are only for post and messages. Outgoing post is taken from Reception daily. Stamps are available for purchase from Reception. Parcels that arrive for students will be with other deliveries in the room next to Reception.

*Staff pigeon holes*

If you want to leave a note for a member of staff, please leave it in the staff pigeon holes in Ruskin. Please sign and date any messages.

c) *Student Identification cards*

You can order your ISIC (International Student Identification Card) online at <http://www.isic.org/issuers/>

d) *Student Rail cards*

You are eligible to buy a 16-25 Railcard if you're between 16 and 25 years old. However, mature students who are over 26 and in full-time education can also apply.

If you're between 16-25 and buying your Railcard online, you'll need:

- A valid UK driving licence, or a valid passport
- A digital passport-style photo to upload

If you're over 26 and in full-time education, you'll need:

- To prove that you're studying full-time at a recognised school/college
- To attend for over 15 hours a week, at least 20 weeks a year
- To show an ISIC card (International Student Identity Card), or complete and certify the 'Mature students only' section of the application form

Remember to take with you:

- A passport-style photo

- The application form in the 16-25 Railcard leaflet, available at staffed station ticket office.

e) *The National Union of Students (NUS) card*

This card is available from: [www.nus.org.uk](http://www.nus.org.uk). These cards provide discounts in high street stores and for travel. If you have any questions, please ask at the college reception.

f) *Mobile telephones*

Please make sure that these are turned off during class time, meetings, meals, gatherings and festivals.

g) *Online Calls / WIFI*

If you wish to make an online call, please use our small room on the first floor in Pixton which will give you some privacy and also not disturb other people. The room is to the left of the South library; it is open between 8am and 9pm.. The Ruskin Upstairs Meeting Room is usually available for students to use their computers, or a College computer.

WIFI is available in Ruskin. You can access the network as follows:

*Bookshop:* The Bookshop is open at the same time as Reception:

You can purchase books, Eurythmy shoes, stationery, stamps, Weleda products, toiletries, chocolate etc. Please pay at the Reception Desk.

h) *Library*

A reference library is available to students in Pixton House. Whilst you are at Emerson, do take a few moments to explore the library, browse the books, and enjoy a peaceful space.

**South library** – the heart of Emerson’s library where you will find works by Steiner, other anthroposophic authors, philosophy, religion, occultism, biography, history and poetry. Curl up in an easy chair and explore a treasure trove of books you never knew existed. From time to time students will work in the South Library and a sign on the door will ask you not to enter.

**Library membership** – whilst you are visiting or living on the campus, you have full access to the library.

i) *Computers and Laptops*

Emerson College operates an Information Technology Systems Acceptable Use Policy. Students wishing to use the computer systems and network resources at Emerson College are asked to sign they have read this policy. It is the responsibility of the user to know these guidelines, and to conduct their activities accordingly. The acceptable use policy has the main purpose of protecting the individual person and the College from inappropriate use or misuse/damage of Information Technology (IT) equipment and the consequences of any misuse.

Please follow the guidelines below when using the student computer facilities:

- Do not bring food or drink into the room.
- Do not adjust the desktop or computer settings.
- Do not save anything on the hard drive of the computers; they will be erased once a day. If you wish to save anything please use a USB stick.
- Bring your own printer paper (please make sure it is printer paper) – this is available to buy from the Bookshop.
- Children are not allowed to use these computers at any time.
- Please report any problems to Reception.

j) *Environment*

We aim to be mindful and respectful with our planet. **Please help us by closing doors, windows and turning off lights when you leave a room.** For many years we have practised a strict recycling policy which we can only fully carry out with your help. We will introduce you to our simple waste disposal and composting system. We will provide you with natural cleaning materials whenever possible.

## 5. Information Technology Systems Acceptable Use Policy

### Introduction

This policy describes Emerson College's official policy regarding use of Computer Systems and Network Resources, including Internet, and peripheral devices such as printers and scanners. It applies to all users of Emerson College's computing and/or network resources (including those who access Emerson College's Internet connection with a personal computer or other device) as well as those who represent themselves as being connected – in one way or another – with Emerson College. It is the responsibility of the user to know these guidelines, and to conduct their activities accordingly.

The acceptable use policy has the main purpose of protecting the individual person and the college from inappropriate use or misuse/damage of Information Technology (IT) equipment and the consequences of any misuse. Emerson College owns and operates various computer systems and network resources, which are provided for use by community members and staff in support of business, communication and educational activities. All users are responsible for seeing that these systems and resources are used in an effective, ethical and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems.

### Internet Use Policy

Internet access is provided through Emerson College's network resources. For security and network maintenance purposes, authorised individuals within Emerson College may monitor equipment, systems, and network traffic at any time and without further notice.

The College reserves the right to terminate Internet access if inappropriate activity is detected. Terminating access means banning the person from using Emerson College computers and other IT equipment and/or banning specific equipment from network access as deemed appropriate by Emerson College.

Emerson College computer systems and network resources (wired and/or wireless) may not be used for any unlawful or improper activities. These activities include, but are not limited to:

- Display or transmission of sexually explicit or sexually suggestive (obscene/pornographic) materials.
- Libel, harassment, sexual harassment, discrimination or slander.
- Solicitation of minors.
- Fraud or any other illegal activity.
- Infringement of copyright law.
- Damage/alteration of software and/or equipment.
- Hacking and/or spamming.
- Extremism and terrorism

**Additional Conditions of Use:** In addition to the above terms users shall not:

- Visit Internet sites containing illegal, obscene, or hateful content which is objectionable and inappropriate for the workplace. Neither shall users send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person or persons.
- Use any means of circumventing the web filter to access inappropriate Internet sites.
- Disable antivirus software. Internet Border Control Systems will be in place to scan and block any inappropriate web activity and material downloaded from an Internet Web site.
- Violate Emerson College's Confidentiality Policy by using any identifying information about any person supported or enrolled at Emerson College in a blog, article, or other publicly viewed Internet site. Emerson College's Confidentiality Policy applies in full to all Internet communications.



### Limited Use Policy

Network access has a cost and Emerson College is subject to limits in its usage of internet resources. In order to keep collective usage under certain limits, usage of streaming (i.e. videos) and other large downloads must be limited to 30 minutes per session.

### E-mail Use Policy

The following are the conditions of use. Users shall not:

- Use e-mail for any illegal purpose, including but not limited to unsolicited mass email (spamming)
- Make or post indecent remarks, proposals or materials.
- Transmit commercial software or any copyrighted materials belonging to parties outside of Emerson College or within Emerson College itself.

### Download and Executables Policy

This policy has been established to set guidelines in an effort to clarify the type and nature of files that community members and staff are allowed to download from third-party sources onto their local computers (desktops, laptops or other devices). This includes both Internet and software downloads. Although it would be impossible to name every executable or download file in this policy, users should adhere to the following guidelines.

The Download:

- enhances the productivity of the user. For example, software included with a digital camera.
- is from a reputable source. (Well-known brand purchased from a trusted retailer.)
- does not subject the College to potential liability.

Please check with the IT department if you are uncertain if a particular application is safe to download.

**Should any of the above be compromised then you should report the incident(s) to a person responsible for running and maintaining the College's ICT Systems immediately.**

## 6. Accommodation and Living

### Problems and Emergencies

#### Problems

If you have any difficulties with your accommodation, please let the Accommodation Manager know.

#### Emergencies

For emergencies, there is always someone on call. The emergency telephone number is **07858 728609**. Please put this number in your mobile phone and label it Emerson Emergency Phone. If you cannot reach anybody, dial 999 and ask for Ambulance, Fire Services or Police. In case of a fire, please follow the Fire Safety procedure.

#### General guidelines

##### a) College Accommodation in Student Houses

If you are staying in one of the student houses on campus, you are responsible for keeping your own room clean and for helping to keep all common areas clean and tidy and attend the meetings called for by the Accommodation Manager.

##### b) Self-catering

There are simple facilities for self-catering on campus. If there is a problem, please see the Accommodation Manager.

c) *Leaving or changing your accommodation*

You cannot change your accommodation except for health reasons. If you have any urgent questions in connection with your accommodation, please see the Accommodation Manager. You are free to find your own accommodation off-site, but you need to give the College four weeks' notice in writing addressed to the Accommodation Manager.

d) *Accommodation during holidays*

The charges for your room and lunches cover only the weeks of the course. If you wish to stay on campus during holidays or extend your stay at the end of your course you will have to pay extra. Please ask in Reception as early as possible what is available.

Please make your travel arrangements so that you do not book a flight before the end of term, and check your booking for your arrival and departure date in accommodation.

e) *Insurance*

If you are staying in a building for which Emerson College is responsible, your clothes and personal possessions are covered by the College's insurance policy for the Risk of Damage (fire) to up to £ 1,000.00.

*UK electrical sockets*

The electrical sockets in the UK take three square pin plugs and 240 volts. If you need to buy a plug adaptor (from Europe, the plug looks different but the voltage is the same) or a transformer (the plug is different and the voltage is different) they are available at the electrical store in Forest Row. Please check the voltage on your electrical appliance before you plug it in.

f) *Storage*

Storage is very limited for students who are away from Emerson College (for example on holidays or placements), and the college is not responsible for these belongings whilst in storage. If you do store anything during your time here, please label it clearly with your name and the date you are returning to Emerson College and take it with you when you leave or it will be thrown away.

g) *Laundry*

There are washing machines and dryers in the laundry room for the use of students and staff in Oaktree and Linden. Due to the high level of moisture in this part of the country students are not allowed to dry clothes on radiators in corridors and student rooms. All machines require tokens which you can buy in Reception. The cost for the washing machine is £3, for a dryer £2. Washing powder is provided. There are also washing lines outside Linden and Oaktree for drying clothes.

h) *Children*

There are no child-care facilities provided by Emerson College and children brought to visit the College must be supervised by an adult at all times. It is not appropriate for children to attend classes at Emerson College or any meetings. If children are welcome to a festival or a festival meal, it will be part of the announcements leading up to that festival. There are some members of staff who have children and take responsibility for those children when they are at Emerson College.

i) *Guests and Visitors*

If you live on campus and wish to have a visitor, they need to book a separate bedroom with the college. Please enquire early as we don't always have rooms available.

j) *Shared spaces*

The South Library and Tea room in Pixton are shared space for everybody who attends classes at the College. Except for a few occasions, they can always be accessed between 8am and 10pm. If you would like to organise an evening of games, stories, a knitting circle, a movie evening or anything that brings people together, they are ideal. Please let Reception or our Events Manager know in advance – there will be no charge for the use of the room, but we will expect you to clear up after yourself; we will also make sure that the different groups don't overlap. The notice board in Pixton can be used for such announcements.

All other classrooms need to be booked in advance with the Events Manager and we will charge you for their use in order to cover our costs. The house team takes care of the cleaning and setting up for many different courses and relies on everybody that classrooms are not entered unless booked.

#### k) Information

The notice board in Pixton will tell you about all the events at the College. The notice board in Ruskin (to the right of Reception) covers a wide range of local courses, cultural events, job opportunities, health information and much more. You will also find printed bus and train timetables, but it is best to check online before you travel in case of changes.

### Accommodation and Meals

#### Fee Sheet

##### Student price for lunches

Lunches from Monday to Friday are mostly bought by students with their room. If you are local or would like to book lunches on single days of the week only, the cost is £ 17.506 per lunch. Please book a day in advance in Reception.

##### Meals for Guests

Bookings are only taken with immediate payment in cash, by cheque or by bank card and need to be made in Reception the previous day.

##### Bedrooms for visitors (depending on availability)

Single Guest room / night	£80.00
Twin Guest room / night	£100.00
Twin room for 2 people sharing	£50 per person
Extra nights for students (early arrival or late departure from course) £80.00; we will also apply this rate for any bookings which don't cover a full week.	
Camping/campervan, use of showers and toilets	£ 20 per person per night

#### The Kitchen

The meals at Emerson College are vegetarian and are made with mostly organic and biodynamic whole food ingredients, many of them grown in our own vegetable garden and orchard. Our meals are freshly cooked each day. The dining rooms are shared between students on long and short courses, volunteers and staff. Lunch is our main meal, supper is a light meal, breakfast in buffet style. We offer vegan and gluten free options with advanced notice, but we cannot cater for allergies or other sensitivities to certain ingredients. Please use the self-catering facilities in this case.

The cooks are catering for many people. You can help in the following ways:

- Do not help yourself to any food or equipment from the pantry, kitchen or larders.
- We have no formal system of checking who is eating. Please do not abuse this trust by eating meals you have not booked or paid for.
- At the end of the meal bring your dirty dishes to the trolley in the hallway.
- If you are scheduled to help with the washing up, you need to be in the pantry at the latest at 1.10pm otherwise your fellow students will be left with extra work.
  - The kitchen staff will sound a gong to ask people to take their seats for the lunchtime and evening meals where you can help yourself from the buffet. Breakfast from 8-9am, lunch is at 12.45pm, suppers at 6.15pm.

#### Meal changes

We require a week's notice to change your booking. Changes cannot be made with immediate effect except for health reasons for which we may require a certificate from a doctor. Please inform Reception.

## 7. Health and Safety Policy

Emerson College acknowledges and accepts its statutory duty to ensure the health, safety and welfare at work of all its employees and students, as defined by the Health and Safety at Work Act 1974 (the Act) and is committed to full and proper compliance with all associated Regulations and Approved Codes of Practice:

- To provide adequate control of the health and safety risks arising from our work.
- To consult with our staff on matters affecting their health and safety.
- Appoint competent persons to assist in providing advice and guidance.
- Provide and maintain safe plant and equipment.
- Ensure safe handling, storage and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all staff are competent to do their work, and to give them adequate training.
- Prevent accidents and cases of work-related ill-health.
- Provide adequate arrangement for welfare facilities at work.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.
- Maintain a safe workplace, ensure access and egress are safe and without risk.

We undertake regular risk assessments where required and work to minimize risks to staff, students, visitors, contractors and anyone else that may be affected by our activities. Every individual at Emerson College also has a duty to take care of themselves and others.

To this end you will receive a Health and Safety induction during the first few days or weeks of your time here, and you should get to know the information contained on this sheet.

### **Fire**

Get to know where the fire extinguishers and fire exits are in your building(s). In the event of a fire, raise the alarm, leave the building, call 999 and ask for the fire brigade.

It is forbidden to tamper or interfere with any fire lighting equipment or the fire alarms.

### **Accidents**

In the event of an accident call 999 for an ambulance or get first aid help. First aiders are: Hiromi Kato, Clara Vormer, Roi Gal-Or and Nick Weidmann. First aiders may change and the public notices will be updated accordingly.

Report accidents in the accident book kept in Reception.

### **Smoking and candles**

Neither is permitted inside the College buildings. If you smoke please use the ashtrays provided outside and do not drop smoking litter.

### **Emergencies**

There is always a member of staff on duty. In an emergency, please telephone **07858728609** to speak to this person.

### **Responsibility**

Responsibility for Health and Safety matters lies with the Facilities Manager and the Maintenance Manager. Please direct any questions, comments or areas of concern to these people.

### **Driving and vehicles**

All vehicles on site and on college business must be driven safely and considerately. Unlicensed or non-roadworthy vehicles must not be left on College premises.

This policy is reviewed every year by Emerson's CEO.

### **Medical registration and the National Health Service (NHS)**

For free medical attention whilst in the UK it is necessary to complete a medical form and register with the NHS. This is done at the time you need your first appointment. For your first appointment you need to bring a letter from the College confirming that you are a student at Emerson College. Please request the letter from the Accommodation Manager, Registrar or from Reception. Returning students do not need to re-register.

The Ashdown Forest Health Centre in Forest Row has its own website with a lot of information.

<https://www.ashdownforesthealthcen.co.uk/>

If you need to make an appointment with a doctor you can telephone 01342 822131 or visit the Health Centre during opening hours. Our staff in Reception may also be able to help you.

Urgent appointments are usually available if necessary. It may be possible to speak to your doctor on the telephone. If you are unsure if you need to see a doctor or need help in making an appointment or communicating with the doctor, please ask the Accommodation Manager to assist you.

### **Emergencies**

There is always a member of staff on duty. *In case of an emergency, telephone 07858 728609 to speak to this person or leave a message and we will call you back.*

## **8. Prevent Radicalisation and Extremism**

### **General Statement**

In 2010 the Government published the Prevent Strategy, a national programme to stop people becoming terrorists or supporting terrorism. In 2012 Channel, a key element of Prevent, produced a guide for Local Partnerships protecting vulnerable people from being drawn into terrorism. In recent years there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation

### **Our Aim**

Emerson College values freedom of speech and the expansion of beliefs / ideology as fundamental rights underpinning our society's values. Both students and staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

### **Risk**

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make young people and adults vulnerable to future manipulation and exploitation.

Emerson College is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

### **Definitions**

Emerson College seeks to protect its staff against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

### **Risk Reduction**

The Senior Management Team and the College Prevent Lead (Principal for Education) will assess the level of risk within the College and put actions in place to reduce that risk.

### **College Prevent Lead and contacts**

When a member of staff has any concerns that a student or another member of staff may be at risk of radicalisation or involvement in terrorism, they should speak with the College Prevent Lead Officer. The lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism is the Designated Safeguarding Officer: Damian Mooncie

He is the first Single Point of Contact.

Email: damian.mooncie@emerson.org.uk

Phone Line: 01342 822238

### **Additional contacts include the following**

To report illegal information, pictures or videos found on the internet log on to [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism).

To report concerns, call the East Sussex Police Anti-Terrorist Hotline number: 0800 789 321

If a crime is being committed or there is a threat to someone's life call 999 immediately.

For a full Prevent Policy, please consult Emerson Policy and Procedures.

## **9. Smoking, Alcohol and Drugs Policy**

### **Smoking Policy**

Emerson College is committed to the health, safety and wellbeing of its faculty, learners and visitors. We recognise that we have both a moral and legal duty to ensure that faculty members, learners and visitors have the right to work, study or visit without being exposed to second hand smoke relating to anything that can be smoked which includes tobacco, cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes. When smoking outside in designated areas everyone should ensure that they dispose of cigarette butts and other litter in the receptacles provided.

### **Alcohol and Drugs Policy**

Emerson College is concerned that the use of alcohol and/or drugs should not impair our staff's, learners' and visitors' health and social life. Moreover, to the extent that misuse of alcohol and / or drugs may have detrimental effects on attendance and work performance or upon a learner's ability to effectively take part in their programme, the interests of the College and learners are invoked.

### **Drugs Act**

Under the Misuse of Drugs Act 1971, the possession or sale of drugs is a violation of the law. Emerson College will, therefore, make every effort to uphold the law and render assistance and support to law enforcement agencies legally and ethically pursuing their objectives, while at the same time render assistance to students when needed or necessary. The Misuse of Drugs Act is the main piece of legislation covering drugs and categorises drugs as class A, B and C. These drugs are termed as controlled substances, and Class A drugs are those considered to be the most harmful.

Offences under the Act include:

- Possession of a controlled substance unlawfully
- Possession of a controlled substance with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs

Anyone found distributing drugs on premises will be dismissed from Emerson College.

This policy is reviewed every year by the CEO

## 10. Campus Life

Everyone who lives, works, studies or visits Emerson College benefits from the learning community. Many people contribute to the social life of the College with performances in storytelling, music and drama as well as evening and weekend activities, festival celebrations, lectures and visits.

The campus of Emerson College is home to many students, some staff, community members and their families. We would like to maintain a quality of life on campus which respects and reflects this. We look forward to your support in maintaining an atmosphere which contributes to the fruitful work at Emerson College. We will ask you to help once a term with our Estate working day and once a week with lunch wash up if you take your lunches at the college. Your help to maintain clean and tidy dining rooms and common areas will be very much appreciated. We aim to care for gardens and buildings in a loving way.

Regular volunteers who stay with us for several months are part of our community and make an important contribution to the upkeep of the estate and in housekeeping. The volunteers are often here to improve their English, experience community living and team work. In exchange for their contribution the College provides the volunteers with accommodation, lunches, pocket money and free attendance of Emerson lectures and events. Students are usually busy with their studies, but if you would like to volunteer in the garden or house even if it is just for an afternoon you are most welcome – talk to a member of staff!

The campus is undergoing renovation and we may have to ask you temporarily to adjust your daily routine and cooperate with our maintenance department. All works will be communicated with you in advance. We will do our utmost to keep disturbances at a minimum level.

Below are activities and behaviour that undermine campus life and the ongoing work of the courses:

- use of drugs
- use of alcohol in public spaces on campus
- inability to attend and fully participate in courses due to the consumption of alcohol or drugs
- smoking inside any building
- the use of audio equipment in public spaces
- parties on campus without permission from the House Manager
- inviting large numbers of non-student friends to the campus
- activities or behaviour that run counter to our “Guidelines for College Housing”

Any of the above behaviour will result in action taken by the College in accordance with the guidelines below or in accordance with the Drugs Act.

### **Responding to anti-social behaviour**

In situations where the Accommodation Manager considers it warranted, the process to be followed is:

First incident: meeting with Accommodation Manager and an oral reminder/warning. Course Leader to be informed.

Second incident: meeting with House Manager and the CEO, a Senior Manager or Course Leader (the student may request participation of a trusted companion) to create a written plan of action to address the issue, to be reviewed within an agreed timescale, together with a written warning.

Third incident: loss of college provided accommodation with one week’s notice to find alternative accommodation. If behaviour interferes with course activities, dismissal from college is possible.

### **Timetables for Public Transport**

There are public transport timetables available on the notice board on the ground floor in Ruskin and on the following websites:

Bus to East Grinstead and Tunbridge Wells <http://www.metrobus.co.uk/travel-info/>

Train to London and Brighton <http://www.southernrailway.com/destinations/destinations/trains-to-east-grinstead/>

### **Motor Vehicles and Driving**

If you wish to buy a car in England it is important that you are aware that it is illegal to drive a car in the UK without a valid road tax disc, MOT, driving licence and insurance.

Long-term parking at Emerson College is not permitted. Students are responsible for safely and legally disposing of vehicles when they are no longer required. Periodically the Maintenance Manager will check the cars in the car park to see if there are any cars which are not in current use and have them removed. Any abandoned vehicle will be disposed of at the owner's expense.

The drive at Emerson College is not wide enough for cars to pass each other except at passing places. Please make courteous use of the passing places on the side of the road. Do not reverse onto the grass verges as they are very soft and your car will probably get stuck! The speed limit on the drive is 10mph; please follow this as there have been some unpleasant accidents in the past.

All student visitor cars should be parked in one of the two main car parks. Please do not leave valuables inside your car and leave it locked at all times. There have been a number of break-ins. Emerson College cannot be held responsible for loss or damage to any vehicle or contents.

### **Bicycles**

Please leave your bicycle in the bike shed in the main car park. We strongly recommend that you buy a good bicycle lock for your bike as bicycles have been stolen from Emerson College in the past. In England it is illegal to ride bicycles on the pavement (sidewalk) or without lights when it is dark.

### **Community meetings**

At least once a term the whole community is invited to join an open discussion on a current topic, sharing between courses and introduction to festivals. Dates and times will be posted on the blackboard in Pixton.

## **11. Visas and Criminal Convictions**

Emerson College is accredited through the British Accreditation Council - BAC. Our BAC accreditation gives Emerson access to the international student market via **Standard Visitor Visa approval**.

Once you have been accepted on a course, we are able to provide Confirmation and Acceptance letters which becomes part of your application to the UKVI Home Office. Please check the web site <https://www.gov.uk/study-visit-visa> to see the procedure for your given home country.

In accordance with the UKVI rules and regulations, students have a responsibility to comply with and provide the Registrar with the following:

- a copy of their passport, identity card for foreign nationals or United Kingdom immigration status document (students should keep the original)
- their full contact details while on campus and on placement (and notify Emerson College if these change at any time).

### **Criminal Convictions**

When you apply to one of the courses at Emerson College, you must disclose any unspent criminal convictions. The course leader, in consultation with the College, will consider whether such convictions are compatible with attendance at Emerson College and with a place on your course.

## **12. Student Fees and Finances**

### **Payment of Fees**



A **Deposit**, calculated as 15% of the total tuition fee (up to a maximum of £500) before any bursaries or discounts, applies to all courses except Short Courses. The deposit is deducted from your final payment. The deposit is required within 14 days of receiving your confirmation email or your place on the course will be released. For Short Courses, no deposit but full payment of course fee is required within 14 days of acceptance on the course or of confirmation of booking.

All fees are expected to be paid by the agreed date. Late payments incur a 3% surcharge. Students will not be allowed to enrol on further courses until all outstanding fees are paid or an agreement in writing has been made.

The initial deposit paid at time of application is credited towards the tuition fee and the remainder is due two months before the course begins.

**Short Courses** For students on Short Courses, full fees are due within 14 days of acceptance on the course or of confirmation of booking. Your place may be forfeited if you do not pay the fee on time.

Payment Options: You may pay by card or direct bank transfer in British Sterling. There is no additional charge for use of credit card in paying the deposit and application fee.

**If paying by direct debit, please be sure to include your name and the course name under payment details.**

Our bank account details are as follows:

<p><b>Name of account: Emerson College</b> <b>Bank: HSBC, 9 The Boulevard, Crawley, West Sussex, RH10 1UT</b> <b>Account No: 11282174</b> <b>Sort code: 40-20-09</b> <b>SWIFT code: HBUKGB4B</b> <b>BIC: HBUKGB4111W</b> <b>IBAN: GB11HBUK40200911282174</b></p>
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### **Refund and Cancellation Policy**

A) If you cancel the course booking within 14 calendar days of receiving your acceptance confirmation, any payment made will be refunded in full, up until 60 days prior to the start of the course; thereafter there are no refunds. Special consideration will be given in cases of illness confirmed by medical evidence. See point C if you apply within 14 days of course start. Cancellations received after the 14-day cancellation period and earlier than 60 days before the start date of the course will receive a refund of any fees paid minus the Deposit. Thereafter there are no refunds. There are no refunds for missed days or modules. You must make your cancellation in writing.

B) Short courses -- If you cancel the course booking within 14 calendar days of receiving your acceptance confirmation or confirmation of booking, any payment made will be refunded in full.

Cancellations received after the 14-day cancellation period and earlier than 1 month before the start date of the course will receive a refund of the full course fees paid minus 20%. Thereafter there are no refunds. There are no refunds for missed days or modules. You must make your cancellation in writing.

Special consideration will be given in cases of illness confirmed by medical evidence.

C) If you apply within 14 days of course start, any cancellation within 14 days of acceptance confirmation (provided that there has been no attendance or access to resources) will be entitled to a full refund, in line with Consumer Protection Legislation.

D) If you have had a payment plan agreed by the course registrar, the above cancellation policy applies. Should you leave prior to the end of the course, you agree to pay the balance of the full fees immediately.

If you cancel within 14 days of application submission any payment made will be refunded in full. If the course has started within this 14-day notice period, you may be liable for those days attended. You must make your cancellation in writing.

NB: This policy only covers Course Fees. Please refer to Terms & Conditions for Meals and Accommodation.

### Finances

There is no bank branch in Forest Row. There are High Street banks in East Grinstead.

Should you require ready cash, there are two automatic teller machines in Forest Row: Co-Op and Tesco. They serve Cirrus, MasterCard, Visa, Eurocard etc.

## 13. Obligations and Responsibilities

### Emerson College and Course Leaders' Obligations

Emerson College will provide the infrastructure for your tuition and learning support associated with your course, subject to the conditions set out below. The Course Tutors will make all reasonable efforts to deliver your course as described in the prospectus for the appropriate academic year. However, each course, as well as Emerson College, must manage its resources efficiently and is entitled to:

- alter the timetable, location, number of classes and method of delivery of your programme, provided such alterations are reasonable
- make reasonable variations to the content and syllabus of your programme
- discontinue your programme (for example, because a key member of staff is unwell or leaves the school)
- not provide your programme, or to combine it with others if the course reasonably considers this to be necessary (for example, because too few students apply to join the programme for it to be viable)

In the unlikely event that Emerson College, or one of the courses, discontinues or does not provide your programme or changes it significantly before it begins:

- you will be told at the earliest possible opportunity;
- you will be entitled to withdraw your application if you put your request in writing;
- you will receive a full refund of any monies paid to Emerson College for course costs. (registration, application, deposit, tuition fees). Emerson College is not responsible for costs other than these; you may wish to consider travel insurance in this event.

### Students' Obligations

You must comply with your obligations under the conditions set out below and, in accordance with any reasonable instructions issued to you from time to time by or on behalf of Emerson College, or your course, you are expected to:

- attend lectures, courses, tutorials and other activities which form part of your programme, subject to **absence for medical or other agreed reasons**;
- submit by required deadlines, course work and other assignments required for your programme, subject to exceptional circumstances such as illness;
- strive to reach the appropriate level of attainment required for your programme;
- behave appropriately while on Emerson College premises;
- be adequately prepared for any activity which you are required to undertake as part of your programme outside Emerson College, at all times conducting yourself in a proper manner;
- comply with any professional standards applicable to your programme;
- abide by any special conditions relating to your programme set out in the prospectus, or otherwise notified to you by Emerson College or your course;
- provide Emerson College and your course with an emergency contact name and details which Emerson College, or your course, may use at its discretion;
- notify the registrar of your course and of Emerson College of any changes to the information which you have submitted on application or enrolment; for example, if you change your address;
- provide information regarding any medical condition (physical or mental) which may affect your time with us.
- Make the College aware of any specific learning needs you may have.

## 14. Complaints and Appeals Policy

Complaints to the College may be made by:

- A learner or their representative
- College staff
- Visitors/members of the public

and may be about any matter, academic or non-academic. The complainant is encouraged to raise the matter at an early stage with an appropriate member of staff. If the matter is not resolved at this stage, the learner may take the matter to the Emerson's CEO.

Learners are encouraged to approach the person/people in question for an informal discussion. The usual first person to discuss a complaint with would be the learner's tutor, mentor or assessor. This should normally happen within two weeks of the cause for complaint.

If the complainant feels that the matter has not been resolved satisfactorily, they are asked to write a letter stating the problem and describing discussions already held, addressed to Emerson's CEO..

If you wish to make a written complaint, please provide:

- your full name
- contact details including a daytime telephone number
- a full description of your complaint (including the subject matter and dates and times if known)
- any names of the people you have dealt with so far
- copies of any papers or letters related to the complaint

The letter will be acknowledged within 2 working days of receipt and a written response will be sent within 5 working days. The complainant may be invited to a meeting to discuss their complaint and the proposed resolution.

### Appeals

If you are dissatisfied with the decision made concerning your complaint or you wish to make an appeal against an assessment decision/mark, you may appeal the decision by notifying Emerson's CEO in writing within 20 working days of the decision you are appealing, giving full details of why you wish to appeal.

For further information please see Emerson College Appeals Policy on our website/Policy&Procedures. If you need more time, you should notify the Emerson's Director within the 20-working day period.

If you are still unhappy with the outcome of your appeal, you can approach the Chair of Trustees of Emerson College or the Awarding Organisation, if your course is accredited.

This policy is reviewed annually by Emerson's CEO.

## 15. Conflicts of Interest Policy

### Definition of a Conflict of Interest

Conflict of interest exists in relation to Emerson College where:

- its interests in any activity undertaken by it, on its behalf, or by a member of its staff have the potential to lead it to act contrary to its interests in the development, delivery and award of programmes and qualifications. For qualifications and programmes awarded by Crossfields Institute, this is in accordance with the requirements of the awarding organisation (Crossfields Institute),
- a person who is connected to the delivery or award of programmes and qualifications at Emerson College has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award and impact on our compliance with the requirements of the awarding organisation,,
- an informed and reasonable observer would conclude that either of these situations was the case.

### Overview

As an organisation that keeps all aspects of its business under review, individuals are expected to identify and inform Emerson's Director of any actual/potential conflicts of interest that could impact Emerson College and which are not already defined.

For a full Conflict of Interest Policy, please consult Emerson Policy and Procedures.

## **16. Leadership - Emerson College Trustees and Management**

The Emerson College Trustees together with the CEO form the Board and meet 6 – 8 times a year. They provide the strategic leadership for the trust. The management team meets once a month and are concerned with the day to day management of the College.

### **Trustees**

#### **Martin Leach, Chair**

Martin trained in physics at Guildford and then, looking for a useful application, moved to applying it to medicine at Birmingham. He moved then to London, to work at the Institute of Cancer Research (University of London) at Sutton. He developed a multidisciplinary research team covering biology, engineering and physics, together with medical applications, as well as being responsible for the physics aspects of the hospital's MR service. This involved winning funding to support a growing group, and planning and overseeing aspects of new facilities, laboratories and workshops. He moved locally in 2004, when the younger of his two daughters attended Michael Hall Steiner School for her last 2 school years. He found a lot of interests locally, and together with my other daughter he has enjoyed some courses and activities at Emerson. His wife sadly died in 2016 and he felt he should use the extra time he has now to develop areas of life he has missed in the past, as well as contributing where he can help. He had experience as a trustee and similar, having been a primary school governor, trustee of several scientific Trusts, of the Institute of Cancer Research, the International Society of Magnetic Resonance in Medicine (based in USA), and been Director of a Company developing a novel scanner.

#### **Rev'd Annie Blampied-Radojcin,**

Annie had experience as a Trustee before, at Hawkwood College for nine years, until 2014. She was also a trustee at the OneSpirit Interfaith Foundation for two years.

Her background is in education. In total, she was involved in Steiner Waldorf education for 25 years. With a PGCE in education, she worked as a primary school teacher, until she moved to Scotland to become a member of the Findhorn Foundation. At the Findhorn Foundation she worked as a kindergarten teacher, and was a co-founder of the Moray Steiner school, as a class teacher. She was a student at Emerson College from 1986-89. She was then a class teacher at the Brighton Steiner School for five years and eventually became Course Leader of the Waldorf Teacher Training at Emerson College from 1995 to 2000. The Steiner Schools Fellowship employed her as an adviser in Steiner Waldorf Education.

Her interest in Interfaith spirituality was influenced by her experiences at Emerson College, where over 30 different nations were often represented, and all colours of faith and belief were expressed. After a two year training she was ordained as an Interfaith Minister in 2004. Since that time she has worked as a Celebrant and Spiritual Counsellor. In more recent years she did further training to become a Soul Midwife and an authentic presence accompanying those who are dying.

She currently works as a Chaplain at Hospice in the Weald, alongside her other Interfaith Ministry. She is a member of the Anthroposophical Society.

#### **Paulamaria Blaxland de Lange**

Paulamaria Blaxland de Lange is director and co-founder of Pericles, an organisation working with and for adults with special needs. She represents the Association of Curative Education and Social Therapy worldwide and in Europe in STAG Sozial Therapeutische Arbeitsgruppe of the Konferenz in Dornach and on ECCE European Co-operation in Curative Education and Social Therapy. Her training and background are in the Theatre Disciplines, in Waldorf Kindergartens and

Social Therapy and in the Arts and Crafts.

She lives with her husband and their youngest of five daughters in Hoathly Hill Community.

### **Steve King**

Steve first studied in electrical engineering before pursuing a career in consumer finance in both North America and Europe. Upon the birth of his first child he shifted his skills of creative problem solving and innovation to social & environmental issues. Living in Forest Row with his partner and two children, they work with various initiatives locally that serve to bring greater harmony between humans and the communities they serve and the land they inhabit.

### **Suzanne Fuller**

Suzanne has lived in Forest Row with her family for the past 25 years. She is a nurse, both state registered and Anthroposophically trained. She grew up in Botton Village, a Camphill community in North Yorkshire. She is married with three daughters and worked at Michael Hall school up to 2018 as a nurse, safeguarding officer and gardening teacher. She left to complete her training in Psychotherapy. She now works as a psychotherapist.

### **Jeremy Smith**

Jeremy is currently working as the registered manager for Tablehurst Farm Cottage, a small residential care home for three adults with learning disabilities. The care home is an integral part of Tablehurst Farm, where he is also executive director. Earlier in life, he worked in various branches of education for around 30 years. Before that, Jeremy was the arts and entertainments officer for the London Borough of Enfield.

## **CEO**

### **Damian Moonicie,**

Damian brings extensive experience in the Leadership and Management of Steiner Waldorf schools, together with governance and leadership in mainstream education to the role of CEO. Damian also has experience as an Early Years Steiner Waldorf Teacher, as well as having taught in mainstream Special Educational Needs. Damian also pioneered a Steiner Waldorf School Consultancy and recruitment agency which also supported national schools and independent education providers.

Damian's main area of focus is to develop the portfolio of Education Courses, the breadth of Anthroposophical Activities of the College, while also promoting the College's position as an event and conference provider to other audiences in keeping with the College's vision and purpose. Central to these activities is maintaining the healthy social life and the impulse of Emerson College for the betterment of all.

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## **17. Staff**

Head of Operations	Linda Churnside
Head of Finance	Francesca Profeti
Head of Facilities	Udo Ottow
Head of Education	Chiara Carones

Maintenance Manager	Nick Weidmann
Communications Manager	Ellie Kidson
Kitchen Manager	Jenny Barden
Accommodation Manager	Clara Vormer
Events Manager	Emma Jackman
Bookings Manager	Ambika Davies
Grounds Manager	Chris Stott
Bookshop Manager	Hiroki Kato

Housekeeper	Camila Grundman
Housekeeper	Deborah Obodo
Housekeeper	Ina Rzavaras- Barnes
Housekeeper	Paula Armengod
Housekeeper	Mira Shirley
Gardener	Annadelia Laterza
Gardener	Janine Barraclough
Kitchen Cook	Moira White
Kitchen Cook	Natalie Marshall
Finance Bookkeeper	Katie Day

## **18. Campus Map**

## **19. Statement of understanding**

### **Emerson College Student Handbook**

I have read and understood the content of the Emerson College Student Handbook and agree to adhere to the principles and policies as specified herein.

I understand there is a full list of Policies and Procedures on our website at

[http://www.emerson.org.uk/images/Admin/Policies\\_Procedures.pdf](http://www.emerson.org.uk/images/Admin/Policies_Procedures.pdf)

Course:

Date:

Name:

Signature:

Please sign and keep this page. Please sign and return second copy to course administrator.

## 20. Statement of understanding

### Emerson College Student Handbook

I have read and understood the content of the Emerson College Student Handbook and agree to adhere to the principles and policies as specified herein.

I understand there is a full list of Policies and Procedures on our website at  
[http://www.emerson.org.uk/images/Admin/Policies\\_Procedures.pdf](http://www.emerson.org.uk/images/Admin/Policies_Procedures.pdf)

Course:

Date:

Name:

Signature:

Please sign and return this second copy to course administrator.