

# **THE DEVON SCHOOL OF SHIATSU**

**COURSE DETAILS**

**YEAR THREE  
(S0911/3)**

**September 2011 - July 2012**

# COURSE DETAILS FOR YEAR THREE

September 2011 - July 2012 (S0911/3)

## **INTRODUCTION**

We have given as much information as possible in these course details, however if there is anything we have not covered that you would like to discuss, please do contact us.

The Year Three Course is primarily taught by Kate Burford and Oliver Cowmeadow, with additional teaching from Sara Hooley and Keith Belliss. Two graduates of the school will also be assisting.

The emphasis of this year's course is on developing a professional standard of shiatsu and way of working with clients. From the first weekend onwards we shall be offering you guidance in establishing your own shiatsu practice, and we shall be giving you support in this throughout the third year course. It is expected that students will make a move from primarily giving shiatsu treatments to friends and family to people unknown to them in the general public during the third year course.

While some new theory and technique is taught, this third year is more orientated to integrating all that has already been studied, and applying this to many real life health problems and situations, including a wide range of physical problems, and also working with clients emotionally.

Two features of the Year Three training are Supervised Clinics, in which a teacher supervises you giving shiatsu treatments to the general public, and a Work Placement scheme, in which you give shiatsu within an outside organisation, to give you more real life experience of giving shiatsu.

## **TEACHING DATES**

2011: Sept 17, 18; Oct 14, 15, 16; Nov 18, 19, 20; Dec 16, 17, 18.

2012: Feb 3, 4, 5; Mar 10, 11; Apr 13, 14, 15; May 12, 13; Jun 15, 16, 17;  
Jul 13, 14, 15; July 25.

## **TIMES**

Each day runs from 10.00 am to 5.30 pm. Students should be ready to start in the teaching room by 9.55am, so that we can begin promptly at 10.00am. As part of a developing a more professional attitude, students are expected to take responsibility for their time keeping, and be ready to start at the times requested by teachers.

## **APPLYING FOR A PLACE ON THIS COURSE**

For current Devon School of Shiatsu Year Two students, we ask you to complete the Application Form at the end of these course details and return it to us by August 25<sup>th</sup> at the latest.

### **VENUE**

Classes are held at the Shiatsu Studio, Buckyette Farm, Littlehempston, Totnes TQ9 6ND. Directions can be found in the School's main programme and on the website [www.devonshiatsu.co.uk](http://www.devonshiatsu.co.uk).

There is parking space in front of the teaching room, in the yard containing the office and tea room, and in the lane. In the yard the 4 spaces in front of the flats are reserved for residents, so please park on the opposite side next to the field or in the barn.

### **WHAT TO BRING**

**Clothing** Please bring clothing specific to giving shiatsu, that is different from your daily wear. It should be clean, loose, and comfortable cotton clothing, and have a tidy appearance. Track suits or shiatsu trousers are ideal. Jeans or skirts are not suitable. If your clothing is not appropriate, you will be asked to change. It is a good idea to bring several layers of clothing so you can adapt for doing exercises and sitting or lying down.

**Pens & Paper** Extensive course notes are provided on the first day of the course, but bring pens and A4 file paper to make your own additional notes.

**Head Cloth** Please bring a small cloth or towel to ALL weekends to put under your head when receiving shiatsu. This keeps the futons clean!

### **ON THE FIRST WEEKEND PLEASE ALSO BRING:**

**These Course Details** as we will be running through them on the first day.

**Your Diary** so that you can book Clinic Day and Tutorial times.

### **LUNCHES**

A simple vegetarian wholefood lunch is provided every day of tuition (but not on Clinic Days - see below). All lunches are dairy-free and sugar-free. A range of teas is also available at the school. If you have any particular dietary requirements, e.g. wheat-free, please provide this information on your application form, even if you have previously provided it elsewhere.

## **FEES**

The full fee for the Year Three Course is £2250; a deposit of £400 secures your place on the course. Please send us your deposit (or full fee) together with your completed application form (at the back of these Course Details), by August 26<sup>th</sup>. The balance of £1850 is due **THREE WEEKS BEFORE THE FIRST DAY OF THE COURSE**.

We provide a facility for paying the balance in monthly instalments; we make an extra charge of £40 for this to cover the extra administration costs. The outstanding amount is divided into 11 monthly payments of £171.82 to be made by Standing Order, starting on September 20<sup>th</sup> 2011 and ending on July 20<sup>th</sup> 2012. A Payment Schedule with dates, amounts and our bank details is attached.

Please note the following conditions of enrolment on this course:

1. Deposits are not refundable.
2. The balance of course fees or standing order agreement should be settled 3 WEEKS before the first day of your course.
3. If you cancel your place less than two weeks before the start of the course, you remain liable for the full fee, regardless of the reason for your cancellation. This applies to fees paid as a single payment or in instalments.
4. If you leave the course at any time during the year, you remain liable for the full fee. This applies to fees paid as a single payment or in instalments.
5. Course fees are not normally transferable to another course.

## **COURSE REQUIREMENTS**

For students to make the best use of the training we provide, and to reach the required standard in their third year of training, there are the following requirements for completion of the Year Three Course.

1. A minimum of 85% attendance of tuition days, with full participation on all days attended.
2. Full attendance on two Clinic Days.
3. Completion of records of a minimum of 120 full shiatsu treatments, to be started after the first day of the Year Three course.
4. Completion of all homework.
5. Successful completion of a Work Placement.
6. Completion of two Case Histories.
7. A pass in the tsubo location assessment.
8. A pass in the practical assessment.
9. A pass in the Shiatsu Theory assessment.
10. A pass in the Interview.

On achieving these requirements you are awarded a Diploma in Shiatsu. We encourage you to aim to complete all these requirements by the end of the course, so that you and we can have a good summer holiday! If you have not completed one or two, for example the 120 shiatsu treatments, we encourage you to complete them as soon as possible.

Should you not complete everything within one year of your final examination day, it will be necessary to retake the theory and practical assessments and interview, to ensure that you are still strong in all areas of your shiatsu practice.

If the Shiatsu Theory exam or the Practical Assessment is failed, it can be retaken in September. There is a fee of £40 for retaking each exam or assessment or £20 for retaking an interview.

## **ATTENDANCE**

Ideally students should attend all the tuition days. Sometimes unavoidable circumstances may cause a student to miss some days. If this happens to you, please contact the teacher for those days beforehand. If you miss days, it is your responsibility to find out what you have missed and to learn the material as best you can. Getting together with other students who attended and going through the theory and practical work is often the best way.

If you would like extra tuition to help make up the missed work, the Teaching Assistants and Teachers may be able to give tutorials based on their normal hourly rates for clinical work. Please approach them individually.

A minimum attendance of 85% of course days is required, that is at least 24 days out of the 28 teaching days.

## **SUPERVISED CLINICS**

There will be two Supervised Clinics during the course, in which students give several shiatsu treatments to members of the public, with a teacher supervising your work and answering any questions you have. These are designed to be another aid in helping you step into professional practise, for example experiencing how you can see a series of clients at one time. You will also have the chance to receive guidance and feedback from a teacher.

## **CLINIC DAYS**

Students are required to attend two of these days as part of their course. On these days a teacher gives treatments to two students, observed by the other students. These days give students the chance to observe professional treatments in a clinical setting, with time to practice new knowledge and techniques in the afternoon by exchanging shiatsu with other students.

We offer Clinic Days with a range of teachers as we feel it is very valuable for students to observe different styles and approaches to shiatsu. This can greatly help students in developing their own individual style. Some Clinic Days are on weekends and some on weekdays, and are held on the following dates:

2011	1. November 5	Saturday	Jean Netherway
2012	2. January 19	Thursday	Oliver Cowmeadow
	3. February 23	Thursday	Alex Turner
	4. March 21	Wednesday	Kate Burford
	5. April 19	Thursday	Sara Hooley
	6. May 24	Thursday	Jean Netherway
	7. June 13	Wednesday	Lucie Thring

**Times:** 10.00am - 5.00pm. Students **MUST** attend the whole day for it to count as one of the two required Clinic Days.

**Receiving a Treatment:** If you would like to receive a treatment on a Clinic Day, there is a fee of £20 payable on booking. Please book with your Teaching Assistant or by contacting the office. Bookings are not accepted without a payment.

**Lunch:** please remember to bring your own on Clinic Days.

## **HOME STUDY**

Students are expected to give a minimum of 120 shiatsu treatments with records during the year, that is about 12 treatments per month (or 3 a week) in order to incorporate new material learnt at weekends into your practice, and build a breadth of experience preparing you for professional practice. These treatments must have been given after the first day of the course, so that they incorporate what you are learning on the Year Three course. Something like 6 hours a week will also be needed for background reading, writing two case histories, an assignment on western pathology, and other homework.

## **WORK PLACEMENTS**

All students in Year Three are required to arrange a work placement, which gives very valuable clinical experience. Placements are for a three month period, in which you will give three hours of shiatsu on a weekly or fortnightly basis, and receive supervision. This may be in a hospice, a business, a drug recovery centre or any other place where workers or other people can benefit from receiving shiatsu. You can find your own placement, or the school may be able you give some help.

Previous students have said how much they have enjoyed and benefited from their work placements, and in some cases they have led on to paid work after graduation. Further details will be given in your Course Notes.

## **COURSE ASSESSMENTS**

Assessments form an integral part of the Year Three Course, not only to let us know how you are progressing, but also so that we can give you feedback on how you are getting on in learning all the various skills, knowledge and qualities necessary for giving shiatsu.

We use a mixture of continuous assessment during the course and final assessment at the end of the course. Continuous assessment includes regular feedback during each tuition weekend, mini-treatments to the Course Tutor and Teaching Assistants over the year, written homework, and a practical Tsubo Location Assessment and practical assessment working in 4 positions on the 8<sup>th</sup> weekend.

Your knowledge of shiatsu theory is assessed with a written paper on the last weekend of the course, on the shiatsu theory taught during this year. There is a practical assessment in which you give shiatsu to another student in the four positions of sitting, prone, supine and side. Then there is an individual assessment giving shiatsu to Oliver and Kate, followed by an interview to discuss ethical responsibilities of a practitioner and your readiness for the professional practice. Please present yourself in a professional manner for this practical and interview.

## **RECOMMENDED READING FOR THIS COURSE**

**ZEN SHIATSU**

1. Zen Shiatsu, Shizuto Masunaga. Japan Publications.
2. Zen Imagery Exercises/Meridian Exercises, Shizuto Masunaga. Japan Publications.
3. Shiatsu Theory and Practice, Carola Beresford-Cooke. Churchill Livingstone.

**DIAGNOSIS**

1. How To See Your Health: Book of Oriental Diagnosis, Michio Kushi. Japan Publications.
2. Shiatsu Theory and Practice, Carola Beresford-Cooke. Churchill Livingstone. Chapters 6-11 for Zen meridian diagnosis.
1. Shiatsu: The Complete Guide, C.Jarmey & G.Mojay. Thorsons. Chapters 17, 18 &19 on diagnosis.

**WESTERN PATHOLOGY**

1. Understanding Disease, John Ball. C.W.Daniel.
2. The Penguin Medical Encyclopaedia.
3. Any other medical dictionary or encyclopedaedias.
4. The Clinical Medicine Guide, Stephen Gascoigne, Jigme Press.

**CLINICAL PRACTICE**

1. The Shiatsu Handbook, Patrick Mc Carty & Shizuko Yamamoto. Japan Publications. Pages 119-169.
2. The Natural Way of Zen Shiatsu, David Sergel. Japan Publications. Pages 110-188.
3. Shiatsu for Women, Ray Ridolfi & Susanne Franzen. Thorsons.
4. Shiatsu for Midwives, Susanne Yates, Books for Midwives.
5. Zen Shiatsu, Shizuto Masunaga. Japan Publications. Pages 149-172.
6. Tsubo. Vital Points for Oriental Therapy, Katsusuke Serizawa. Japan Publications.
7. Macrobiotic Path to Total Health. Michio Kushi & Alex Jack. Ballantine Books.
8. Oriental Pathology, Oliver Cowmeadow in Year 3 course notes.

Many of these books are available at the school. If you want to purchase a book, please ask a Teaching Assistant, who will record the sale and take your money.

***YOUR PERSONAL TUTOR***

Your personal tutor for the Year Three Course is Kate Burford. She will arrange a personal tutorial with you at some time during the course. If you have any questions or problems regarding shiatsu, the course, or people you are treating at home, she is the first person to get in touch with. Oliver will also be teaching you regularly, and will be happy to be contacted with any questions or problems you have with clients or with your studies.

If you require further tutorials, e.g. to make up on missed study at weekends, Kate, Oliver or other teachers will usually give these at their normally hourly rates for clinical work. Please contact the individual teacher directly to arrange. Note that if you share a tutorial with another student or students, it will make the tutorial much cheaper.

***YOUR PERSONAL DEVELOPMENT***

During the Year Three Course we encourage students to actively develop greater awareness of their own physical, emotional, mental and spiritual health, as part of becoming effective holistic practitioners of shiatsu. There is specific teaching, group activities, and homework to help students get a clearer picture of their health in terms of shiatsu theory, and to see possible steps for improving their health. The regular sharing of feelings and life experiences within the group helps develop more awareness and openness in a gentle and supportive way. The staff of the school are here to give help with your personal development, as well as your learning of shiatsu, so do please ask if you would like our help.

## ***TAKING TIME OUT OF STUDYING***

Sometimes students may want to take a year or two out from their studies after completing the Year Two Course. From the Devon School of Shiatsu's point of view, this can be fine, especially if some practice of giving shiatsu is kept up during the time off. A number of students have taken time out to have a baby, raise funds, move house etc., and have then returned to complete their training successfully and gain a Diploma in Shiatsu.

The one possible difficulty on readmitting a student onto our courses is where there are more people wanting to join a course than there are places. In this situation the school's policy is to give priority to students in the following order:

1. Students who have just completed a course and are carrying straight on to the next level, i.e. from Year Two to Year Three.
2. Students who have previously studied at the Devon School of Shiatsu and have taken time out from studying.
3. Students who have studied at other schools wishing to join a Devon School of Shiatsu course.

Please note that throughout the school's history there have always been enough places for students continuing straight on with their studies. The difficulty has only arisen for previous students of the school who have taken time out, or people from another school wanting to join the course.

## ***RECEIVING MONEY FOR YOUR TREATMENTS***

During the Year Three Course you are encouraged to charge an appropriate fee for some or all of your shiatsu treatments, as you move towards working professionally. For ethical reasons students must be very clear with clients that they are third year or advanced students, but are not yet professionally qualified.

Please note that you should not include your membership of the Shiatsu Society in any publicity you create. You should also include the word 'student' in any description of your status in any publicity, to make your present state very clear to any potential clients.

## ***THE LIBRARY***

The school has a small library of books and videos on shiatsu and related subjects. It is located in the teaching room. Items can be taken out on a tuition weekend, and must be returned on the next weekend of your course. To take out or return a book or video, please ask a Teaching Assistant to record the details of the book, your name and the date.

## ***TEA ROOM AND OFFICE***

The students' tea room is in the flat in the courtyard, and is used for tea breaks and lunch. It is open before 10am should you arrive early and want to make a drink before a class. We supply a range of herbal teas and Barleycup, with soya milk in the fridge. If you want to make yourself other kinds of drinks, do bring in your own speciality. Please wash up, dry and put away your own cups, plates etc. and leave the kitchen tidy after lunch and at the end of the day.

No food or drink other than water is allowed in the main teaching room. If you think you may get thirsty during classes, you may want to bring some bottled water with you.

The school office is in the same flat above the tea room. Please do not go upstairs to the office unless doing business with a member of staff.

## ***YOUR FEEDBACK TO THE SCHOOL***

Feedback from students to teachers and staff of the school is very valuable to us, in giving many good ideas on how we can improve our courses for you. We ask you for written feedback every weekend during the year. Of course, if there is anything that you are unhappy about or that you want to tell us, you do not have to wait for these occasions - please tell us as soon as you can so that if necessary we can remedy the situation as quickly as possible.

## ***INSURANCE***

You should now have definitely taken out malpractice insurance. Claims of malpractice against shiatsu practitioners are rare, as shiatsu is not an invasive therapy, however it is wise to make sure that you are covered in the unlikely event that something should happen. The Devon School of Shiatsu does not have insurance cover for students' individual practice of shiatsu.

If you are a member of the Shiatsu Society you can benefit from the special scheme run for them by the following insurer. Their present rates for student insurance are around £46. Note that once you have graduated with a Diploma in Shiatsu, you need to upgrade your insurance to Graduate level - your student insurance will no longer be valid.

BALENS, 2 Nimrod House, Malvern, Worcs WR14 1JJ; phone 01684 893006.

## ***THE DEVON SCHOOL OF SHIATSU PRACTITIONERS REGISTER***

The school maintains a register of all its students who have graduated with a Diploma in Shiatsu, together with a contact phone number and email address. When we receive enquiries for shiatsu practitioners, we pass on the names of people on the register in the appropriate geographical area. The register is also published on the school website. If you do not want to appear on this register, want us to use a particular phone number, or include particular information, please tell us when you graduate.

## ***THE SHIATSU SOCIETY***

The Shiatsu Society is a forum for all people interested in shiatsu, and maintains a register of practitioners. We strongly recommend that you complete the current requirements to become a Member of the Register of the Shiatsu Society (MRSS) which is the most common and best recognised national qualification in shiatsu. As the Shiatsu Society requires students to have been members for at least two years, if you have not yet joined the Society we strongly recommend that you do so immediately. The present cost is approx. £69 for a year's student membership as a third year student. The address of the society is:

The Shiatsu Society ,PO Box 4580, Rugby CV21 9EL  
Telephone: 0845 130 4560. Email: [admin@shiatsu.org](mailto:admin@shiatsu.org)  
Website: [www.shiatsu.org](http://www.shiatsu.org)

## ***LOST PROPERTY***

If you leave items at the school, such as clothing or books, they are put in a lost property box in the teaching studio. Please ask a teacher or teaching assistant if you need to look. Valuables, such as jewellery or watches, are kept in the office. Please ask the office about these. At the end of the academic year any unclaimed lost property is given to a charity shop or otherwise disposed of.

## ***ACCOMMODATION***

If you need accommodation at weekends, please look on our website for a list of bed and breakfast accommodation at Buckyette Farm and in the local area.

## ***ADMINISTRATIVE MATTERS***

If you have any questions regarding administrative matters such as dates, payment of fees, booking Clinic Days etc. please ring the office on the school number Monday to Friday between 10.00 am and 4.00 pm.

## **INTERNATIONAL MACROBIOTIC SCHOOL**

This is a sister school to the Devon School of Shiatsu, run by Oliver Cowmeadow and Marijke De Coninck. It uses the same principles of Oriental Medicine as the shiatsu school, using energetics to understand the physical, emotional and spiritual affects of foods and cooking styles.

Some food energetics will be studied during your shiatsu course, but if you would like to take this further and especially if you would like some hands-on cooking tuition, you may like to take some cooking and nutrition classes. Please see the school's programme of short classes and longer training courses for details. We appreciate that extra studies can be difficult financially, so we offer a 25% discount on all International Macrobiotic School short courses to current Devon School of Shiatsu students.

## **USEFUL TELEPHONE & EMAIL CONTACTS**

The School	01803 762593	<a href="mailto:info@devonshiatsu.co.uk">info@devonshiatsu.co.uk</a>
Kate Burford	01736 350517	<a href="mailto:kateburford@blue-earth.co.uk">kateburford@blue-earth.co.uk</a>
Oliver Cowmeadow	01803 762593	<a href="mailto:oliver@devonshiatsu.co.uk">oliver@devonshiatsu.co.uk</a>
	In emergency use home number 01803 762393	
Sara Hooley	01643 851500	<a href="mailto:hooleys@madasafish.com">hooleys@madasafish.com</a>
Keith Belliss	07970 504659	<a href="mailto:keithbelliss@tiscali.co.uk">keithbelliss@tiscali.co. uk</a>

**09.11/3 YEAR THREE COURSE PROGRAMME 2011-12 (6.4.11)****1. September 17,18**

Kate Overview of the third year course, working towards professional practice. Setting up Work Placements. Treatment forms, making clear diagnosis and use of Zen Shiatsu theory.  
THE PRACTITIONER-CLIENT RELATIONSHIP: our responsibilities and professional ethics; setting clear boundaries with clients; how to organise your shiatsu sessions and using different formats; common reactions to treatments and how to respond to these.

**2. October 14,15,16**

Oliver day 1: DIAGNOSIS: revue of all diagnostic methods, and finding underlying causes.  
day 2: GIVING RECOMMENDATIONS: giving lifestyle, dietary and exercise recommendations to back up the effect of practical treatments using 5 transformations. Recommendations for oneself.  
Keith day 3: WESTERN PATHOLOGY: Stages of Healing, injuries, inflammation and repair.

**3. November 18,19,20**

Kate day 1: SETTING UP A PRACTICE: building a clientele; advertising yourself; fees; time boundaries; workspace and practising at home vs. in health centres; self-employed accounts, taxation etc. Setting goals for your practice, clearing emotional blocks to success.  
Sara day 2 & 3: ZEN SHIATSU. Revision and further study of the Zen Shiatsu meridian system, by looking at the meridians in various body areas and the limbs.

**4. December 16,17,18**

Keith day 1: WESTERN PATHOLOGY: Defence Mechanisms & Immunity, plus set western pathology homework.  
Kate days 2 & 3: TCM THEORY: Fundamental Substances. STRETCHES & ROTATIONS. THE PELVIS treatment, hip alignment and common problems. HOME TREATMENTS: discussion of interesting and problematic client cases.

**5. February 3,4,5**

Oliver day 1 + 2: THEORY OF TOUCH, IN DEPTH TREATMENT OF THE BACK with typical diagnoses, treatment plans and follow-up advice for common problems encountered in shiatsu practice.  
Kate day 3: morning: SUPERVISED PUBLIC CLINIC. Review of treatments and treatment notes. CASE HISTORIES: guidelines on writing two in-depth case histories.

**6. March 10,11**

Kate day 1: FASCIAL RELEASE techniques for working with the fascia. SUPERVISED CLINIC.  
day 2: TCM THEORY: Fundamental Substances continued.  
HARA DEVELOPMENT exercises. TSUBO REVISION exercises.

**7. April 13,14,15**

Oliver day 1: THE ABDOMEN working with the Ki in the physical organs.  
day 2: UPPER ABDOMEN & DIAPHRAGM shiatsu, and approach to gastro-intestinal problems.  
day 3: EMOTIONAL RELEASE using shiatsu to help healing on an emotional level.

**8. May 12,13**

Kate day 1: TSUBO LOCATION ASSESSMENT. PRACTICAL ASSESSMENT of giving shiatsu in 4 positions. TCM THEORY: causes of disharmony.  
day 2: EXTRAORDINARY VESSELS including treatment of Girdle and Penetrating Vessels and shiatsu for infertility.

**9. June 15,16,17**

Oliver day 1: THE NECK & HEAD deep treatment and release of the neck, problems of the neck, face and sensory organs.  
day 2: KNEES & ANKLES treatment of common problems. Working with INJURIES & SHOCK.  
day 3: UNDERSTANDING MENTAL ILLNESS with Oriental medicine, and helping with shiatsu.

**10. July 13,14,15**

Kate Shiatsu for a HEALTHY PREGNANCY & BIRTH, including treatment of the Heart-Uterus meridian. Includes a public clinic.  
REVISION including what's assessed in practical assessment and interview including ethics, where to go next (PGY etc.)

**11. July 25**

Kate & Oliver SHIATSU THEORY ASSESSMENT. PRACTICAL ASSESSMENT working on two assessors, and interview on practitioner responsibilities and ethics with those assessors.

# APPLICATION FORM FOR DEVON SCHOOL OF SHIATSU YEAR THREE COURSE

Course start date 17<sup>th</sup> September 2011 (code S0911/3)

**PLEASE return your form BY 26th AUGUST 2011**

Name ..... ATTACH A  
 Address ..... RECENT  
 ..... PHOTO  
 Postcode .....  
 Landline: ..... Mobile: .....  
 Email: .....  
 Dietary restrictions? (lunches are vegetarian, dairy free and sugar free) .....

**Your place on the Year Three course will not be confirmed until we have received this form**, signed and with your photo and deposit of £400. Cheques are payable to 'Devon School of Shiatsu', or we accept BACS payments. We will then contact you to confirm that you have a place.

The full fee for the year is £2250. Please indicate below how you wish to pay the balance of the course fees. If you choose to pay by instalments, use the attached Payment Schedule which shows dates, amounts and our bank details. There is an administration charge of £40 for instalments, so the total paid (including deposit) is £2290.

Balance in one payment (£1850) \_\_\_\_\_

Balance in 11 instalments of £171.81 \_\_\_\_\_

Please note the following **conditions for enrolment**:

1. Deposits are not refundable.
2. We need to receive the balance of your course fees, or confirmation by email that you have set up your standing order, three weeks before the first day of the course.
3. If you cancel your place less than two weeks before the start of the course, you remain liable for the full fee, regardless of the reason for your cancellation. This applies to fees paid as a single payment or in instalments.
4. Course fees are not normally transferable to another course.

If you agree to these conditions, please sign below.

Signed

Date

**Send your completed form with photo and deposit to:** The Devon School of Shiatsu, The Coach House, Buckyette, Littlehempston, Totnes, Devon TQ9 6ND.