



# TEACHER TERMS & CONDITIONS

**August 2018**

## **1. INTRODUCTION**

IFA teacher status is awarded to those who have met the approval criteria and continuously meet these terms and conditions.

## **2. PURPOSE**

The purpose of this document is to set out the terms and conditions, which will be referred to in the case of any dispute between the IFA and a teacher.

The IFA reserves the right to amend or withdraw these terms and conditions without prior notice.

## **3. TEACHER REGISTER**

The IFA provides a register of teachers who have met the teacher approval criteria, so that they may be contacted by those recruiting training staff at their Centre.

The register will identify, in relation to each teacher:

- Which IFA course the teacher is registered to teach
- The category of teacher
- Whether the teacher is freelance or employed at a Centre

## **4. MAINTAINING TEACHER STATUS**

To maintain teacher status the individual must:

- a) Hold continual IFA postgraduate membership in the courses they are registered to teach e.g. if they are registered to teach the IFA Aromatherapy Diploma Course and Aromacare course they will need current FULL + CARER membership.
- b) Pay the annual teacher subscription fee.
- c) Co-operate if asked to provide any information that we may require in order to perform our regulatory function

## **5. ADVERTISING YOUR STATUS**

IFA teacher status means the person is approved to specifically teach one or more IFA course. You may not promote your IFA teacher status next to other aromatherapy courses or disciplines that are not registered with the IFA or which you are registered with the IFA to teach.

## **6. TERMINATING IFA TEACHER STATUS**

- a) A teacher's IFA status will be terminated in the event of
  - i. non-renewal of IFA postgraduate membership;
  - ii. non-payment of the annual teacher fee or;
  - iii. failing to cooperate when asked to provide information required the by IFA to perform our regulatory function or;

- iv. notification from you that you wish to terminate your teacher registration
- b) When IFA teacher status terminates, all references to IFA teacher status must be removed from the individual's practice/business, publications, promotional material, and websites no later than one month after termination.

## **7. COMPLAINTS**

Complaints raised against you, in your capacity as a teacher, will be addressed to your employer, the Centre owner. Equally, if you wish to raise a concern about the IFA's service this must come through the Centre owner.

## **8. DISCLAIMER**

IFA teacher status is granted to those who have met the approval criteria and comply with the terms and conditions. The IFA promotes individuals with IFA teacher status on the 'source a teacher register' but does not guarantee work. Teachers are employed by Centres, not the IFA. The IFA is third party to any arrangements between a teacher and a Centre. The IFA shall not be liable for any claims arising or levelled for damage or loss caused by termination of teacher status or removal from the register. In completing the teacher application form the individual has indemnified the IFA in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof.

## **9. TEACHER FEES**

- a) Teacher registration is on an annual basis and payments are for a term of 12 months. The subscription fee for teacher registration must be paid in full on the due date.
- b) Teacher registration fees are non-refundable and non-transferable.

## **10. RENEWING YOUR TEACHER REGISTRATION**

- a) Teachers will receive written notification inviting them to renew their teacher registration alongside their membership, unless their Centre pays this on their behalf.
- b) Irrespective of whether you or your employer pay your teacher registration, you are responsible for ensuring that the payment reaches the IFA before the renewal date.
- c) If you no longer wish to renew your teacher subscription with the IFA you will need to confirm this in writing.

## **11. PROCESSING TEACHER APPLICATIONS**

Teacher applications are typically processed on our system and confirmation sent by post within five (5) working days of receipt of all the relevant documentation and required fee.

## **12. CONFIRMATION**

When a teacher successfully registers, the IFA will confirm this by post and will send a confirmation letter, certificate and badge (except for trainee teachers who do not receive a badge).

## **13. REPLACEMENT ORDERS**

If for any reason you require a replacement certificate e.g. due to a name change or require a replacement badge, then you can order this through the IFA shop, once you have logged in as a member. For replacements of certificates you will also need to complete the [Replacement Order Form](#), and provide a valid reason.

## **14. CONFIDENTIALITY**

All correspondence regarding teachers will be directed to the Centre owner. All Centre owners will inform their employees about the necessity for confidentiality. All teachers must treat all documents and other communications from the IFA that they are privileged to, as an employee of an IFA Centre, as strictly private and confidential.

## **15. FEEDBACK**

The IFA is always looking for new ways in which to assist approved Centres and feedback is valuable to us. If you would like to make any suggestions of how we can improve our services please complete the Centre feedback form.

## **16. CENTRES' AREA**

Centres have access to a private area of the IFA website, which they may allow their employees to access. If the Centre gives permission for you to access this area, you must not share the access codes with any third party.