



The Irish College of Osteopathic Medicine

42A/B North Point Business Park, New Mallow Rd, Cork
Tel: 021 4309861 Email: info@icomcork.ie

TERMS & CONDITIONS

DIPLOMA COURSES:

_____ Will undertake a diploma course with The Irish College of Osteopathic Medicine and hereby agree to comply with the terms and conditions set out for you below by the college.

Please tick appropriate Diploma Course you wish undertake

- Orthopaedic Sports Therapy Course level 1 []
- Orthopaedic Sports Therapy Course level 2 []
- Spinal Manipulative Therapy Course []
- Osteopathic Degree Course []
- Cranial Diploma Course []

As a student you will be obtaining information regarding the course structure, From time to time the course structure for reasons beyond our control may change, each student will be giving as much notice as possible regarding, these changes if they arise.

COURSE FEES:

1. You the student will have had prior written notice of all information regarding deposits and course fees. Stage payments are made available for students on application.
2. If at any time you breach the stage payments structure, it will result in, **you the student not been allowed to continue with your course until fees are paid in full.**
3. The Irish College of Osteopathic Medicine request a deposit to secure your place on any of the above-mentioned Diploma Courses. You should note that this **deposit is not refundable** at any stage, once the college receives application form and deposit. The college has reserved this place for you so it would not be possible to return deposits

4. Each student will have had prior written notice of the course fees and the dates these amounts must be received by.

REFUNDS & POSTPONEMENTS:

1. (a) No refunds will be made payable to the student once the course commences.

Except

- (b) If before your attendance of the **1st practical weekend** for unforeseeable circumstances, the student is unable to continue with their course and the college finds the circumstance reasonable, the student can postpone the course until the next course date made available by the college. Any fees held by the college must be used by students for the next available course date. If you choose not to return at this time any fees paid will be forfeited.
- (c) If the student decides to discontinue their studies **after the 2nd practical weekend** and wish to return at a later date the college will make a place available for them on the next available course. The student must re- register and pay all appropriate fees in full for this course.

CORRESPONDENCE HOMEWORK

All written correspondence homework from ICOM must be completed before sitting your **2nd Assessment exam** at the college.

Any students, who have not completed the corresponding homework by this date, maybe refused permission to sit the final exam.

INSURANCE COVER

Physical Therapy & Manipulative Therapy students must have adequate insurance cover and must show proof of insurance before you can embark on your clinical rotation at private clinics. The college will organise this for you and you can obtain your insurance in conjunction with your registration, which is supplied by an Irish Insurance Company and is exclusive to the ICOM only ensuring exceptional rates and professional indemnity.

DISCIPLINARY PROCEDURE:

The ICOM Cork can terminate a student's attendance for the following reasons: -

1. Misconduct (serious or persistent) that includes theft, violence, refusal to obey instructions and attending classes under the influence of alcohol or non-prescribed drugs.
2. Absenteeism, prolonged or intermittent
3. Failure to follow safety advice
4. Improper conduct with Fellow Students, Tutors, College Management and Staff
5. Any disrespect shown for all properties belonging to the college or any surrounding areas of the college premises.

FINAL EXAMS:

Any student who fails to reach the required standard will be able to Re-sit the part of the exam that they have failed within 3 months of finals this date and fee will be set out by ICOM Cork. If the student fails to reach the standard pass mark at the re-sit, this will result in a complete fail. If the student wishes to start again, they can reapply for the same course but all fees must be paid again in full.

CLINICAL HOURS:

Clinical hours for Y1, Yr 2, Yr 3 & Yr 4 will be provided by ICOM Cork. This clinical experience is to help students to gain experience and see how in a professional setting a clinic is run. This course module must be completed in full before each year before you can sit your final exam.

The Irish College of Osteopathic Medicine

42 A/ B North Point Business Park
New Mallow Rd, Cork 021 4309861

www.icomcork.ie

email: info@icomcork.ie

I hereby acknowledge that I have read, understand and accept the terms and conditions of student contract of The Irish College of Osteopathic Medicine for the duration of my studies at this institution.

Signed by:

The Student: _____ **Date:** _____

Class Year: _____

Signed on behalf of

ICOM Cork: _____ **Date:** _____

Please return signed section of student contract with all other paperwork to,

The Irish College of Osteopathic Medicine

42 A/ B North Point Business Park
New Mallow Rd, Cork 021 4309861

CODE OF PRACTICE:

As a student of The ICOM Cork you must comply with our code of practice

1. Students Appearance: - Neat - Showered – Clean shaven.
2. Smoking is prohibited in college premises.
3. Students must wear clean white tunic to all practical classes and when attending clinical hours at private clinics.
4. No denims or runners to be worn in the college at any time.
5. Each student represents the college when practicing their skills and attending clinical internship. Please respect this and behave, as you would expect any other person to behave in a professional capacity.
6. College tutorials for students will take place throughout the school year.
7. Students may use the college for practical study groups, watching DVD'S, computer studies (research purposes) from Mon – Thurs all day and Friday mornings only.
8. Students who attend the college on study groups must take responsibility for the care of college facilities and respect the premises.
9. Lights and heaters must be switched off at all times when leaving the premises and keys must always be handed back at the end of day to reception.