

CERTIFICATE IN FAMILY MEDIATION (CFM) 2022

COURSE FEES AND CANCELLATION POLICY

The fee for the CFM for 2022 is **£1630** per Trainee Mediator.

The course includes Module One-CFM(A) and Module Two-CFM(R), ten facilitated learning training days over six weekends (TD1-8 in-person and TD9+10 online via Zoom), distance learning activities, course materials, assessment of written assignments, Registration Panel and ongoing support to Trainee/Accredited Mediators and Services. The fee covers additional costs such as: course tutors and specialist presenters; assessment of mediation skills practice; additional course materials and resources; and the external professional validation and academic credit rating of the course. Refreshments are provided at in-person Training Days however lunches, accommodation and travel costs for Trainee Mediators are not included in the fee.

The arrangements for payment of the course fee and expenses are agreed between the Member Service and the Trainee Mediator.

Please note that there needs to be a minimum of 8 Trainee Mediators to enable the course to be offered at this cost. The deadline for Services to confirm in writing that they require a place on the CFM and to email the required Trainee information is **Monday 24th October 2022**. Please see the Selection Procedures for Trainee Family Mediators to clarify the information required.

The course fee is invoiced in full two weeks prior to the start of the course. Relationships Scotland policy is that invoices should be paid before the course begins. The course starts on the week beginning **14th November 2022**. At this point the distance learning course materials will be made available to Trainee Mediators.

If a Trainee Mediator misses a facilitated learning day during Module One-CFM(A), but continues on the course, no refund will be given. It will be necessary to arrange catch up training. This will be done to minimise costs but any additional direct costs will incur an additional charge.

If a Trainee Mediator **leaves** the course, written notification of withdrawal must be received prior to the course delivery points, as outlined below, to qualify for a refund. The cost of the course will be refunded to the Service on a pro-rata basis:

- If a Trainee leaves prior to the first facilitated learning day (TD1), 60% of the course fee will be refunded (£978)
- If a Trainee leaves prior to the start of Module Two-CFM(R), 15% of the course fee will be refunded (£245)

If a facilitated learning day is cancelled by Relationships Scotland National Office because of unforeseen circumstances, then a new date will be arranged. Unfortunately, we are unable to reimburse out of pocket expenses, such as travel and accommodation.