



The Manor House Centre for Psychotherapy and Counselling

# Course Prospectus

2023/24

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## **Welcome to The Manor House Centre for Psychotherapy and Counselling**

This prospectus is intended to provide the information needed to choose the Course which is right for you. The Manor House Centre for Psychotherapy and Counselling (MHCP) provides training for people working or planning to work in both paid and voluntary positions in the community. The MHCP is an Organisational member of the British Association for Counselling and Psychotherapy and a Member Institute for the British Psychoanalytic Council (BPC). The MHCP subscribes to the BACP Ethical Practice for the Counselling Professions and the BPC Code of Ethics.

The Centre is in North London in a large historic Georgian house accessed by nearby Underground and bus routes. The MHCP provides excellent teaching facilities, a library and a cafeteria, set in spacious grounds.

The Training Programme has developed over many years, enabling students to work effectively and creatively within the counselling field, in the community, in clinical placements and in specific work places.

The term 'counselling' is used in many different contexts and the variety of trainings and models can be confusing. The MHCP offers a comprehensive training in psychodynamic counselling (see Psychodynamic Counselling below). The MHCP believes there are no short cuts in either the treatment of emotional distress or in counselling training. Carefully structured Courses are offered, designed to give the student sufficient time to be able to absorb and implement the psychodynamic skills and techniques fundamental to working professionally within the therapeutic relationship at the most appropriate depth.

MHCPC graduates take up positions in the caring professions working both voluntarily and privately. The Training Programme is structured with this in mind and aims to provide a training based on psychoanalytic concepts which also focuses on the practical application of psychotherapeutic skills needed for both short and long term work.

On successful completion of either the Certificate in Counselling Skills Course, the Access Course or the Diploma in Psychodynamic Counselling and Therapy in the Community, students will be awarded formal recognition of their achievement together with the knowledge that they are in possession of a solid foundation on which to build as they embark on their chosen path.

### **Psychodynamic Counselling**

The term 'Psychodynamic' is used to describe the psychological energy and characteristic of the human mind and has over the years been applied to a wide range of therapeutic approaches.

The term 'Counselling' implies, in its modern usage, a task which incorporates a range of skills, from listening to enabling change, and from empathic understanding to active participation in facilitating insight.

In the past, counselling was designed to address problems which the individual was unable to live with or resolve without help. This entailed a series of meetings between counsellor and patient during which they

would focus on a specific difficulty. This approach relied heavily on the patient's ability to verbalise confusion and distress and required the counsellor to focus primarily on the conscious material provided.

Over the years, as learning and collective experience increased, a new awareness began to emerge. The indications were that whilst many people could be helped by receiving appropriate attention and regard, a substantial number of these were helped only in the short term. This suggested that the depth and efficacy of the work of the counselling was conditioned by the inability to address the deeper layers of the human psyche which was, until more recently, regarded as the province of psychoanalysis.

Too often students find themselves struggling with the demands of combining psychotherapy skills with counselling skills and may be inclined to regard psychotherapy as superior to counselling. In the same way, trainee counsellors may become enmeshed in a refusal to incorporate the important aspects of working with unconscious material and so remain wedded to the notion that unconscious conflict has little bearing on the presenting problem.

With this in mind, the Manor House Centre for Psychotherapy and Counselling has developed a training programme which is designed to provide the student with a sound working knowledge of the therapeutic relationship. This is done within a holding environment which enables the student to explore the transference relationship and the working alliance between counsellor and patient. The term patient (from the Latin *pati* to suffer, to endure) rather than client, is used to convey, more accurately, the emotional dis-ease of those seeking help.

## **The Training Programme**

The Training Programme consists of:

- Certificate Course in Counselling Skills
- Access Course (Module One)
- Two Year Diploma Course in Psychodynamic Counselling and Therapy in the Community
- Individual and Group Supervision
- Continuing Professional Development Programme
- Annual Lecture
- Short Courses
- Individually Designed Courses

People working in the community, in whatever capacity, are often placed in a position in which counselling skills are needed. There is often the risk that their work may not be as effective as they would like because they are basically unsure about communicating and interpreting feelings, and are reluctant to explore their own motivations and behaviour unless they have appropriate support. Without the necessary skills, the therapeutic relationship cannot achieve its full potential. It follows that if these skills, which are intuitive to many, could be developed in an environment of personal growth, the community as a whole would benefit.

The Training Programme is designed with this in mind and aims to provide an appropriate standard of professional development which may be used in a range of different settings. Each Course is constructed to provide the theory and practice necessary for sound, ethical practice.

The teaching model is psychodynamic based on psychoanalytic constructs, and offers the opportunity to learn from both theory and personal experience.

Learning takes place in theoretical seminars, skills practice, supervision and personal awareness groups. All students are expected to explore their own process as well as learning the skills necessary to provide a sound working alliance. All learning takes place in groups in order to develop an understanding of the dynamics of relationships.

The Manor House Centre for Psychotherapy and Counselling operates an equal opportunities policy that is opposed to discrimination on the grounds of race, class, religion, gender or sexual preference. Processes which work against this are inherent in any organisation and therefore the MHCP is committed to continually re-examining all aspects of the dynamics at all levels within the organisation, policy development and implementation. It is our aim to ensure that as far as is possible, equality of opportunity is upheld in both the organisation and the professional bodies with which it is associated.

Should it be necessary, the Board of Management reserves the right to cancel any Course or alter the content.

All applicants to the MHCP are advised that data supplied for admissions purposes is held on computer and used solely for the MHCP's purpose and in compliance with the General Data Protection Regulations 2018.

## **Certificate in Counselling Skills**

### **General Information**

The Certificate in Counselling Skills Course is of interest to all those working with people whether in a voluntary or professional capacity as well as those interested in the advantages and benefits of such skills in their daily relationships. It is a part-time skills based Course. The emphasis is on both the theoretical and practical aspects of counselling. Learning is based on psychodynamic principles and is designed to enable the student to explore and develop their counselling skills and to learn from their personal experience.

During the Course students will be given the opportunity to assess their counselling skills and will be helped to decide in which direction they might wish to continue their training.

The Course aims to introduce the fundamental aspects of counselling and the skills required to facilitate the counselling relationship. A broad theoretical base is offered together with experiential exercises which complement academic learning.

In addition, students are given the opportunity to practice counselling skills in groups and are encouraged to observe and contribute towards exploring the different components of the counselling relationship. Students are helped to discover the opportunities open to them in the community for use of their counselling skills as well as within the context of their work.



### **Admission Requirements**

Although no previous training in counselling skills is required, an interest in inter-personal skills and a serious commitment to learning is necessary.

Applicants who wish to be considered for entry to the Certificate Course will be asked to provide an application form together with a 500 word personal statement. Students are selected by interview.

### **Course Content**

The content includes an exploration of what counselling is, how it differs from befriending and advice giving, the boundaries of the counselling relationship, the issues of confidentiality and containment as well as counselling skills. These skills include:

- active listening
- awareness of non-verbal communication
- listening to oneself
- exploring the elements of empathy, respect and genuineness
- reflecting back content and feelings
- paraphrasing and summarising accurately
- helpful and unhelpful responses
- tolerating silence and use of pauses
- awareness of assumptions, judgements and attitudes
- use of open questions and statements

Students are encouraged to keep a personal journal and to reflect on their own experiences in order to gain more awareness of themselves.

### **Assessment**

Students receive feedback throughout the Course on their skills, personal development and on their contribution and participation in the group. This is given by the peer group and the Tutor in order to clarify skill strengths and weaknesses. Help is given to assess learning needs and to identify skills and competencies on which students need to work in order to meet the required standard.

Verbal self and peer assessments take place mid-course and students will receive a written assessment from the Course Tutor at the end of the Course.

Students who successfully complete the Course to the satisfaction of the peer group and the Course Tutor, will be awarded the Certificate in Counselling Skills which will support their application to the Access Course (Module One) which leads to the Diploma Course in Psychodynamic Counselling and Therapy in the Community.

There is a Rights of Appeal Procedure for the Certificate Course students.

## **Diploma Course in Psychodynamic Counselling and Therapy in the Community**

### **General Information**

The Diploma Course is accredited by the BACP and BPC and is comprised of the Access Course (Module One, and Modules Two and Three).

The Access Course (Module One) is the link to the Diploma Course (Modules Two and Three) each taking one academic year to complete. Each academic year is comprised of three terms of ten weeks and maximum attendance is required. Personal therapy, seminar preparation and reading are additional to the core curriculum. Students are encouraged to focus on their own process in order to increase their understanding and awareness.

The Access Course (Module One) and Modules Two and Three run concurrently, each with a separate Seminar. Skills & Practice, Supervision and Experiential groups combine students from the Access Course and the Diploma Course, in order to enable students at all stages of their training, to learn from each other.

Process and progress may vary in each student just as it does in each patient. Consequently it is important to allow students to learn at their own pace and students are not encouraged to move from one Module to

another without careful consideration. It is not uncommon for a Diploma Course student to remain on the same Module if a particular aspect of their progress requires more time and further development.

Graduates of the Diploma Course will be equipped with the clinical experience and theoretical knowledge to work in agencies in the private and public sector and in private practice.

Graduates will acquire the clinical training necessary in preparation for BACP personal accreditation as a counsellor and registration with the BPC.

On successful completion of Module Three, students will be awarded the Diploma in Psychodynamic Counselling and Therapy in the Community.

There is a Rights of Appeal Procedure for the Access Course and Diploma Course students.

### **Course Timetable**

Thursday:	6.30pm - 9.30pm	Access Course (Module 1) Seminar
	7.00pm - 9.30pm	Module 2 and Module 3 Seminars
Friday:	9.00am - 10.30am	Skills & Practice
	10.30am - 11.00am	Break
	11.00am - 1.00pm	Supervision Groups
	1.00pm - 2.00pm	Lunch
	2.00pm - 3.00pm	Reflective Groups

### **Clinical Placements**

After a careful assessment of readiness for clinical work at the end of Module 1 (Access Course), students who proceed to Module 2 (the Diploma) begin a clinical placement at a suitable organisation.

The MHCPC has established links with a number of approved placements based locally, in the Greater London area, and in Hertfordshire. The MHCPC also benefits from having a Counselling Referral Service (CRS) based on site, and students are encouraged to apply for a placement with the CRS.

Clinical placements deepen a student's professional understanding and provide an opportunity to learn about working within a therapeutic service. Placements are required to accrue the necessary clinical hours (100 face-to-face hours) to be eligible for the award of the Diploma.

### **Assessments**

In addition to the formal assessment of written work and presentations, the Tutor Team assess student's counselling skills, clinical work, and experiential work on an ongoing basis. Students have an opportunity to contribute to self and peer assessments twice throughout the academic year and receive mid, and end of year reports.

Within these assessments students are provided with recommendations on areas they may need to work on and whether they are ready to progress to the next year of training. Students can be asked to repeat Modules or to take time out of training. All students receive feedback on all formal assessments to support their learning.

All assessments are moderated by an External Examiner to ensure that marking is fair and consistent.

### **Attendance**

The Diploma in Psychodynamic Counselling and Therapy is a three-year training programme. Each year is taught over three ten-week terms. For optimum learning to take place, students are expected to be committed to all the dates and to all the sessions. Due to the experiential nature of the learning which takes place on the course, there is a minimum attendance rate of 85% for all components of the Course.

### **Personal Therapy**

It is a Course requirement that students are in suitable personal psychotherapy as soon as possible after accepting a place on the Course, and to remain in continuous personal therapy throughout the Course. The minimum requirement is once-weekly.

The MHCP consider it important that the experience students have with their therapist is broadly congruent with the theoretical and clinical teaching of the Course. Therefore, each therapist must be approved by the MHCP.

If a student is already in therapy with a therapist unsuitable for the training before they start the Course, they will be required to change therapist and time will be allowed in order to avoid premature interruption of therapeutic work in progress.

Personal therapy must take place face-to-face in the therapist's consulting room. Online therapy will not be approved by the MHCP.



## Entry Requirements

Applicants must have successfully completed the MHCPC Certificate in Counselling Skills, or an equivalent course. Any course undertaken elsewhere should be at least 70 contact hours, covering counselling skills and theory.

Entry to Module One (Access Course) is also open to those without formal qualification but who can demonstrate suitable and equivalent lived experience, a level of insight and reflective thinking, an ability to be resilient and robust, and can evidence their capacity to complete the academic aspects of the Course.

Applicants who wish to be considered for entry to the **Access Course (Module One)** will be asked to provide the following:

- a written application including a 500 word personal statement (see application form)
- a commitment to ongoing personal psychoanalytic psychotherapy (minimum once a week)
- commitment to their own emotional development
- commitment to their attendance on the Course

### **Entry to Module Two**

Direct entry to Module Two may be possible for some applicants. Applications for Module Two entry will only be accepted if places become available.

Please contact the Course Administrator to enquire about the Equivalence Application Policy.

### **Interviews**

Applicants are required to attend both an individual and group interview with two senior members of staff in order to assess suitability for training. Interviews usually take place on a Monday evening. Where possible, both interviews will be arranged on the same date. The interview fee is £50.

## **Access Course**

The Access Course (Module One) is comprised of 225 contact hours which includes theory, skills training, practice, supervision and personal development.

The Access Course offers students the opportunity to consolidate their learning and experience and gain confidence in their ability to use the techniques and skills of counselling. Learning on the Access Course is undertaken in theoretical seminars, practice skills groups and self-awareness groups.

No clinical work is undertaken throughout the Access Course. However, students join small supervision groups as observers of clinical material presented by Module Two and Three Diploma Course students.

Relevant theoretical texts will be suggested and a reading list is provided.

All Access Course students attend a supervision group together with Modules Two and Three Diploma Course students. This enables participation as observers of clinical work, thus preparing students for their own clinical work should they wish to proceed to the Diploma Course on Module Two. Access Course students are expected to contribute their observations on the clinical work presented in the supervision groups by Module Two and Module Three students.

Papers relevant to the content of the Course and a booklist are provided.

In the second term Access Course students are required to write a counselling process paper using the written case study provided. The paper should include examples of the basic principles of psychodynamic counselling and be informed by students' experience of the supervision group. Papers are submitted to a Panel of Readers. Each paper will be read by two Readers neither of whom is personal Tutor to the student. One Reader will write a report on the paper.

### **Assessment and Evaluation**

In the second term verbal mid-year assessments are given by the student and their peers and the student's Supervisor provides a written mid-year report on behalf of the Tutor Team.

Access Course students are also assessed in June of the academic year. Written reports are submitted from the student's Seminar Tutor, Skills & Practise Group Tutor and Supervisor together with the Panel of Readers report on their Clinical paper, to the Tutor Team and the External Moderator for the Final Assessment Day.

Grades will be awarded for Coursework and the Clinical paper.

Access Course students who satisfy the Assessment Criteria and are deemed ready to commence clinical work, may proceed to the Diploma Course (Module Two) and will be supported in finding a clinical placement in preparation for the Diploma Course. However, as the absorption and pace of learning of each individual differs, it may be recommended that a student continues on the Access Course (Module One) for a further year.

Students who successfully complete the Access Course (Module One) will be awarded the Certificate in Psychodynamic Counselling Skills.

**NB:** The Certificate is awarded in recognition of proficiency to use psychodynamic counselling skills. It may not be considered or used as a licence to practice as a counsellor.

**Learning Outcomes:**

- A basic understanding of relevant theory
- An understanding of how to set up a working Contract
- An understanding of how to set up a secure Frame
- Ability to develop the counselling relationship
- An understanding of the working alliance and the development of the therapeutic relationship
- An understanding of the necessity for confidentiality, containment and maintaining professional boundaries
- An ability to work with the core elements of genuineness, empathy and respect
- How to use active listening, paraphrasing, questioning, linguistic accuracy and clarity
- How and when to reflect back feelings and content
- How to respond to verbal and non-verbal communication
- An awareness of helpful and unhelpful responses and attitudes
- An awareness of assumptions and values and an understanding
- An introduction to observation as a foundation for evidence-based research
- An introduction to working with the unconscious and the use of immediacy

- An introduction to thinking about the transference and counter-transference
- An introduction to thinking about how to use interpretation
- A familiarity with the BACP Ethical Framework for the Counselling Professions
- An understanding of what is required in preparation for clinical practice.

### **Modules Two and Three**

The Diploma Course is comprised of 420 contact hours which includes theory, skills training, practice, supervision and personal development.

The Course consists of two Modules each taking one academic year to complete. Each academic year is comprised of three terms of ten weeks and a maximum attendance is required. Clinical work on Modules Two and Three, personal therapy, seminar preparation and reading are additional to the core curriculum.

Modules Two and Three run concurrently with the Access course (Module One), each with a separate Seminar. Supervision of clinical work takes place in small groups with an experienced supervisor. Students are supported in finding a clinical placement and are required to work with two patients.

Module Two offers an understanding of human development and how this is reflected and paralleled in the counselling relationship. Psychodynamic concepts and theory are applied in learning about Human

Development, the psychological distress and dilemmas presented to counsellors for help, and how the counselling relationship can be used to facilitate insight.

Students are encouraged to learn from each other and to focus on their own process in order to increase their understanding and awareness. Creativity and spontaneity are encouraged in order to expand personal limits. Theory and practical skills are offered which may be applied to a wide range of counselling settings in the community.

In the second term of Module Two each student is required to:

- Give a presentation and write a paper on a stage of human development
- Write a counselling process paper based on clinical work

Module Three students are required to:

- Present a theoretical seminar and paper.
- Write a process paper illustrating theoretical approaches to clinical work.
- Write a paper on the organisational dynamics of their clinical placement.

Papers relevant to the content of the Course and a booklist are provided.

### **Assessment and Evaluation**

In the second term verbal mid-year assessments are given by the student and their peers and the student's Supervisor provides a written mid-year report on behalf of the Tutor Team.

Modules Two and Three students are also assessed in June of the academic year. Written reports are submitted to the Tutor Team and the External Moderator for the Final Assessment Day from the student's Seminar Tutor, Skills & Practise Group Tutor and Supervisor together with the Panel of Readers report on their Clinical paper.

On completion of Module Two, students may proceed to Module Three, unless it is considered advisable for them to remain on Module Two for a further year.

Module Three final assessments are based on self, peer and Tutor assessments, Supervisor's reports, number of logged clinical hours, report from the clinical placement, Panel of Readers report and Seminar Tutor's reports on written assignments and presentations.

Grades will be awarded for Modules Two and Three Coursework and written papers.



### **Learning Outcomes:**

- A sound grasp of psychodynamic theory, concepts and principles.
  - An ability to work with psychodynamic concepts including defences, resistance, transference, counter-transference.
  - An understanding of how to work with unconscious material in the presented narrative
  - The capacity to think about latent and symbolic meaning beneath the presented narrative
  - An ability to explore process and the use of self in the therapeutic relationship
  - A sound grasp of human development and process of the individual
  - A reliable understanding of how to use theory in support of the therapeutic relationship.
  - A willingness to research and to explore further, relevant theory, information and clinical material.
  - A familiarity with the BACP Ethical Framework for the Counselling Professions
  - An ability to work with an appropriate professional attitude and demeanour
  - The capacity to take on a clinical caseload outside the framework of the MHCP training programme.
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- Graduates of the Diploma Course will be equipped with the clinical experience and theoretical knowledge to work in agencies in the private and public sector and in private practice.
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- Graduates will acquire the clinical training necessary in preparation for BACP personal accreditation as a counsellor and registration with the BPC.

- On successful completion of Module Three students will be awarded the Diploma in Psychodynamic Counselling and Therapy in the Community.

There is a Rights of Appeal Procedure for the Access Course and Diploma Course students.

### **Individual and Group Supervision**

#### **For Graduate students only**

All graduate counsellors are recommended to have continuous supervision of their clinical work. In addition, counsellors who wish to attain individual accreditation by the British Association for Counselling and Psychotherapy are required to have had at least 450 hours of supervised counselling practice over a minimum period of three years. Graduates who wish to be registered with the British Psychoanalytic Council must provide evidence to the MHCP as the Membership Institute of the BPC, of continuing supervision of clinical work and evidence of meeting Continuing Professional Development requirements. Weekly daytime and evening supervision is offered for Individuals and Groups.

### **Continuing Professional Development and Short Course Programme**

The MHCPC offers short courses and a series of one day seminars or workshops for graduate counsellors to keep them up to date with developments in counselling and to enable them to explore a subject in more depth. The seminars and workshops consist of theory, experiential exercises and group work which aims to enhance and support creative learning.

For details of the current programme please see the MHCPC website.

### **Individually Designed Courses**

The individually designed courses address the core skills which are necessary for both creative working relationships and negotiation. An initial meeting is offered to discover the particular requirements of an Organisation after which an individual programme is designed and costed. The Workshop/Seminar can take place at the MHCPC or at a venue agreed with the Organisation.

Further information and initial appointments can be obtained from the Course Administrator at MHCPC, 80 East End Road, London, N3 2SY or e-mail: [admin@mhpc.org.uk](mailto:admin@mhpc.org.uk)

### **Course Philosophy**

It is the belief of the Manor House Centre for Psychotherapy and Counselling that it is not helpful to make a rigid distinction between counselling and psychotherapy and that one is not a continuum of the other. However, in practice, counselling and psychotherapy may overlap whilst remaining separate in their differences. Skills common to both create a relationship within which individuals may be enabled to confront and develop their perceptions in order to live more creatively. People are helped to explore and develop their inner world in order to diminish or relinquish defences that alienate them from their external world.

It is recognised that counselling tends to focus on a specific life problem. However, in some cases this requires work on more deep-seated personal issues in order to bring about insight and a more fulfilling life. This may be effective through work with transference material as well as acknowledging the 'here and now' issues.

It is vital that the counsellor/therapist has a sound understanding of the developmental and psychodynamic perspective of their relationship with their patient, whether work is undertaken with a specific life problem in counselling or at a deeper level in therapy.

It is only through a comprehensive training that the skills needed for working with people can be properly distilled and effectively used.

Students must therefore be prepared to explore their own processes as well as acquiring the necessary skills to provide a sound therapeutic relationship.

The process and progress of the individual will vary, whether as patient or counsellor. It is therefore important to be mindful of the need to accommodate students at a level at which they are best able to learn. Consequently students are not encouraged to move automatically from one level of training to the next without careful consideration. In some cases a student may remain at a level of training until a particular aspect of their process has been addressed.

### **Training Programme Principles**

The following are the principles of the Manor House Centre for Psychotherapy and Counselling's Training Programme which inform the content and process of the Course:

- a commitment to encouraging the potential of the individual to integrate creatively different aspects of themselves in order to become more authentic and internally connected.
- to respect the other's perspective of their reality and their ability to be able to choose how to be and act.
- to accept others, it is essential to learn to accept oneself. Personal experience is valued as well as skill and theoretical understanding.
- to address the different elements and dimensions of the therapeutic relationship while striving to ensure that theory is employed supportively and not as an impediment to creativity and personal truth.

- to avoid a rigid syllabus, choosing instead to work with the live material which will inevitably emerge within a training group.
- not to exclude anyone on the basis of religious belief, colour, class, gender or sexual orientation.
- to adhere to a reliable code of ethical practice

The Manor House Centre for Psychotherapy and Counselling acknowledges that to honour these principles requires the risk and struggle of wholehearted engagement.

## Course Fee Regulations

All students will be invoiced for fees applicable to their Course.

To reserve a place on the **Certificate in Counselling Skills Course**, the full Course fee plus the Registration fee must be paid on acceptance of a place. Alternatively, a deposit or the first term's fee must be paid.

To secure a place on the **Access Course** (Module One) all students may pay either:

- a non-refundable the deposit, the annual fee together with the Registration Fee or
- a non-refundable deposit, Registration fee and
- agree to pay by monthly instalments

**Diploma Course** students who wish to pay in instalments must complete a Registration Form. All payments must be made on dates set by the Financial Controller. The deposit will be deducted from the final payment.

N.B. Fees paid by termly instalments will be subject to an administration charge.

Students who are sponsored are responsible for the full payment of fees due to MHCP. A letter from a sponsoring agency acknowledging full responsibility for the Course fees must be received by the MHCP Financial Controller before the commencement of the Course.

Sponsored students are responsible for the non-refundable deposit which will be deducted on receipt of the full fees. If payment by pre-arranged dates is not received, the MHCPC reserves the right to suspend the student. Students are liable for the full fee when the place is accepted even if employers have undertaken to pay the fees.

Fees are not refunded. Students are responsible for the full Course fees for the complete academic year or duration of the Course. In the event of a student not taking up an accepted place on the Course, the deposit and any other fees already paid are non-refundable.

If a student withdraws from the Course part way through the year, the full fees for the year must be paid.

In the event of a student anticipating or experiencing difficulty in meeting financial obligations, the matter should be taken up with the student's personal tutor in the first instance, and then in writing with the Financial Controller so that a mutually appropriate solution can be sought.

Students undertaking a Course lasting over one academic year should note that fees are liable to increase in the second and subsequent years.

The MHCPC reserves the right to cancel any Course and in such event undertakes to refund fees in full.