## How to sign your Terms & Conditions Electronically

Not everyone has a scanner and printer at home, and of course we will post a set of Terms & Conditions out to you on request if you're unable to print, sign and return to us.

If you prefer, you could try this method to sign and return the Terms & Conditions to us online.

You can download the Terms & Conditions from the menu on your course page, or of course we'll email them to you if you need us to. Once you've done that the document will need to be opened using Adobe Acrobat Reader instead of any other PDF software you might use. If you need to, you can download and install it from here:

## https://get.adobe.com/uk/reader/?red=a

NB A little care is needed if you're downloading – ensure you're getting the free version of Adobe Acrobat (the one called Reader). You may also see optional offers for McAfee software and the Acrobe Reader Chrome brower extension and should untick those if you don't want them!

## 1. Using Microsoft Windows

When you have opened the file, look in the sidebar for "Fill & Sign", highlighted in the image below. You might need to scroll down a bit.

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	refundable deposit, paid within four weeks of acceptance onto the ocurse, or as state in the course application from f/y up have applied within four weeks of the course stat date. If, for any reason, a student is not accepted the deposit is, of course, refunded. We advice students to take out independent cancellation insurance to protest against toos in the event of fileses, hiur, jury exorise and other difficulties preventing the comprision of a course. You would neck he back your deposit and any other fees paid in advinces to the Terret on thuil the event of the Glastonburg doceser terraine canceling the cancellation insurance.	D Protect
Þ	course for any reason. 5. By signing this agreement you confirm that we may keep on file the details you have given us in your application for the training and any subsequent communications. Ne will keep your details for no more your details to the operation at the training and throughout the file of the gound, and the training and throughout the file if the gound, and the training and throughout the file if the gound, and the training and throughout the file if the gound, and therefore	Compress PDF
	also agree to us contacting you by email, regular mail, teephone or SMS. You must inform of us any change in contact details. 6. Course fees are to be paid in full prior to the course start date or by reposit paid as in cause 4 above, followed by 8 instainest, by standing order or by PsyPa's registim monthy natament payments involve an additional one-off tee of EAD covering Paypai or banking costs). Late payment of instainents without pre- amanged good cause may result in a file of ESE part late payment. You also need to Inform us if you're	🖉 Fill & Sign
	paying by instaineds and change your method of payment during the course, otherwise we incur additional admin fees which may also need to be passed on to you. 7. Students are responsible for their own well-keings at all times and imusi inform the leacher of any matters affecting their health for the cursto of the course. 8. Because the nature of the course is transformative, students who are in need may be required to undrafts additional psycholareapeutic courseling to their other address personal studes. In order to	Send for Comme
	continue with the course. 9. The course has reserves the right to solt a student to eave the course. 10. At students shall respect the other course spartcourse insecutive of rule. Soluri, onced or gender and 11. Contrebuting provides privaly and attest within the group. While there is no automatic presumption that	Kore Tools
	al information given is confidential, students must work within the guideline that all personal information about group, members is confidential. 12. Should difficulties arise with another member of the group, students must call upon the group, the Tubor, of the Glastinobury Glodesis Terries for mediation and rescultion. 13. Should difficulties arise between the student and the Course Tubor the student can call upon the Glodesis Temple Mediation Berkics for mediation and rescultion.	Create, edit and sign PDF
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Click on this option then select "You" in the next screen, then click on Fill and Sign:

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Now you'll see what looks like the first screen again, but with an extra toolbar along the top:

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	Please initial page one and sign page two (on both copies) then return <u>only the top copy</u> to us at the address given at the foot of Page 2	•
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	paid in advance to the Temple in full in the event of The Glastobury Goddess Temple canceling the course for any reason. 2. By signing this agreement you confirm that we may keep on file the details you have given us in your agolication for the training and any updesquent computations. We will keep your details for on more	t de la companya de l
	that seven years from your application. It's also important that we are able to girt in touch with you quickly during the nu up to the beginning of the training and frequebut the life of the course, and you herefore also agree to us contacting you by email, regular mail, telephone of SMS. You must inform of us any change in contact details.	4
	3. Course tests are to be paid in full by approximation of the statement of the statemen	(
•	also need to inform us if you're paying by instalments and change your method of payment during the course, otherwise we inour additional admin fees which may also need to be passed on to you. 4. Students are responsible for their own well-being at all times and must inform the teacher of any matters affecting their health for the duration of the course.	
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	Contract on next page	

Next, scroll down until you can see the first signature page and hover over the tickbox next to "I have read and agree to Goddess Temple Teaching's Privacy Policy". When you're hovered in the right place you should be able to see a tickmark appear – click once and it should be added to the document.

Fill & Sign	JAb X ✓ O — ● 🖉 Sign ●	
	Care of Students         The Goddess Temple enforces all known health & safety practices that are seen to be correct in the light of current interstanding of your course subject. The Glasionbury Goddess Temple or any tutor are not, and will not, be held liable for any assumed damage that is desmed to occur at any time. Students accept that all knowledge is given in good fails, tudents understanding or your course subject. The Glasionbury Goddess Temple or any tutor are not, and will not, be held liable for any assumed damage that is desmed to occur at any time. Students accept that all knowledge is given in good fails, tudents understand that they are entering into training in a photemer field and all such training is a photes in good fails, the intervent matrix present presentation.         Confirm that I have read, understood and agree to abide by The Glastonbury Goddess Temple course booking terms, condutions and boundaries and that the above information I have given is srue and correct function of yor for strues or any sonditions, be a emotional, mental, spiritual, physical or financial to the more than and above information I have given is srue and correct for the yor is strue or any more or any abide with the toth of the classionbury Goddess Temple, or any to fis tutors or assess for any damages assumed or otherwise for any conditions, be a emotional, mental, spiritual, physical or financial to the more interventing at The Glastonbury conditions, be any damages to financial to the factor on the glast stonbury or diverse to store on yraining at The Glastonbury condess Temple, enderse to gendess Temple teaching's Privacy Policy.         Image:	

For the signature you can choose to type your name and have Adobe transform that into handwriting text (which probably won't look much like your signature), or you can draw your signature using a mouse or on a touchscreen.

In either case, start by clicking the "Sign" button in the new toolbar. To convert typed characters into a signature, just type your name into the box that appears – you can use the "Change style" dropdown on the right for a couple of different typefaces.

If you'd rather draw, first click the "Draw" button on the box and use your mouse, or your touchscreen to add the signature. Once you're happy with the result, click the "Apply" button.

	Type Draw Image	
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Sign		
Save signature		

Finally, if you have a scanner you could simply sign a piece of paper and scan in the result – in that case you'd use the "Image" button in the toolbar.

Next, click next to "Name" on the form and type in your name – you don't need to use block letters if you're typing – and finally add today's date on the next line.

You should also sign the second set of Terms & Conditions in the same way as above – please do ensure you keep a copy for yourself.

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understanding for any assume Students unde highest known	emple enforces all known health & safety practices that are seen to be correct in the light of current of your course subject. The Glastonbury Goddess Temple or any tutor are not, and will not, be held liable d damage that is deemed to occur at any time. Students accept that all knowledge is given in good faith. rstand that they are entering into training in a pioneer field and all such training is given in good faith to the safety standards of known or perceived practices within this discipline. If required, students undertake idual practice insurance.
conditions and persons acting estates for any	have read, understood and agree to abide by The Glastonbury Goddess Temple course booking terms, boundaries and that the above information I have given is true and correct. I hereby state that I, or any on my behalf, will not hold or claim against The Glastonbury Goddess Temple, or any of its tutors or damages assumed or otherwise for any conditions, be it emotional, mental, spiritual, physical or financial training at The Glastonbury Goddess Temple.
I have read	and agree to Goddess Temple Teaching's Privacy Policy
Signature Ja	ne Doe
Name (block let	ters, please) Jane Doe
	nber 2020

Finally, click the "Next" button at the top of the screen (you will be prompted to save the PDF document if you haven't already done so.

The next screen asks you'd like to send your file:

Но	w do you want to send your file? X
🔗 Get a Link	Get a link to a read-only copy
x& Request Signatures	Create a link to a read-only copy of your completed file to share with others. Recipients can view the file but can't modify it.
	Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.
Adobe Sign	Create Link

Select "Get a Link" and click "Create Link". You'll receive a link and it is already copied to your clipboard so all you need to do is create an email addressed to <u>admin@goddesstempleteachings.co.uk</u> and copy the link straight into it.

We don't recommend using the "Attach link to Email" button on the Adobe box as there are so many different kinds of email account – it's easier simply to create a anew email addressed as above and simply right-click on your mouse and the link will be added. A few words to explain to admin what you're sending and you're done!

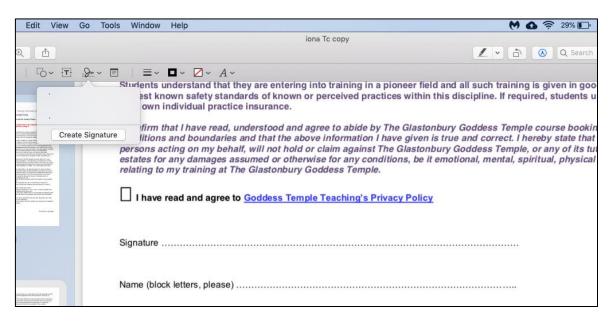
Admin will simply click on the link to find and download your signed Terms & Conditions – the file is read only and encrypted so no changes can be made by us.

## 2. Using a Mac

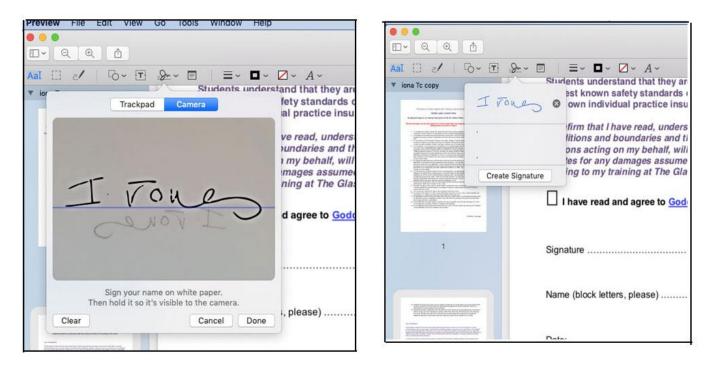
• Open Terms and Conditions PDF and click the 'A' button in the right hand corner, next to the search option.

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☐ I have read and agree to <u>Goddess Temple Teaching's Privacy Pol</u>	icy

• Click on the signature button on the left hand side and press 'Create Signature'



• Click on the camera option and hold a piece of paper up to the computer's camera with your signature on. This will then save and you can click on it and it will appear on the PDF.



• Double click on the spreadsheet and then you can type your name and date in the appropriate places. Don't forgot an 'X' to say you have read the terms and conditions.

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I confirm that I have read, understood and agree to abide by The Glastonbury conditions and boundaries and that the above information I have given is tru persons acting on my behalt, will not hold or claim against The Glastonbury estates for any damages assumed or otherwise for any conditions, be it emo relating to my training at The Glastonbury Goddess Temple.	conditions of persons active states for a relating to a	at I have read, understood and agree to abide by The Glastonb, and boundaries and that the above information I have given is a ting on my behalf, will not hold or claim against The Glastonbu, any damages assumed or otherwise for any conditions, be it er my training at The Glastonbury Goddess Temple. ead and agree to <u>Goddess Temple Teaching's Privacy Policy</u>
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	• X have read and agree to <u>Goddess Temple Teaching's Privacy Policy</u>
	Signature
L H	Iona Jones Name (block letters, please)
	9 November 2020 Date:
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