



<b>Coaching for Counsellors</b>
17 <sup>th</sup> & 18 <sup>th</sup> March 2018
9.30am - 4.30pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – 12 <sup>th</sup> March 2018			
Applicant Name			
Date of Birth			
Address			
Mobile Number			
Email Address			
Organisation (if applicable)			
Organisation Address			
Invoicing Email / PO number if applicable			
Name/Email of manager or referral agent			
How did you hear about Rowan?			
Fee Option – Please refer to Booking Conditions	<table border="1"> <tr> <td>A. Full - £360 Incl VAT</td> <td>B. Discounted - £324 Incl VAT</td> </tr> </table>	A. Full - £360 Incl VAT	B. Discounted - £324 Incl VAT
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Please provide details of special requirements:			
I agree to the Booking Conditions as detailed:	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
Signed:	Date:		

## Booking Conditions:

1. Self-funded bookings made will only be accepted if accompanied by full payment - – please include cheque or call the office to pay with credit or debit card.
2. Bookings funded by employers must be accompanied by the correct details (email included) for invoicing plus any Purchase Order details that may be required.
3. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached. In this case applicants can choose a full refund or transfer of fee to a future course.
4. Rowan offices are located on the second floor and there is no lift.
5. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.

## Fees:

- A. Full - £300 + VAT (£360 including VAT)
- B. Rowan counsellor 10% discount - £270 + VAT (£324 including VAT)

## Cancellation Policy:

1. 90% Refund with 8 weeks' notice
2. 50% Refund with 8 – 4 weeks' notice
3. No refund with less than 4 weeks' notice