



Managing Mental Health at Work
Online Course
Tuesday 11 th June 2019, 9.30am - 11.30am
www.zoom.us

Booking Details - Deadline 14/05/19		
Applicant Name		
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 this course?		
Fee	£120 (£100 + VAT)	
I agree to the Booking Conditions as detailed:	Yes	No
Signed:	Date:	

For instructions on completing the form electronically please see <https://helpx.adobe.com/reader/using/fill-and-sign.html>

Please see below for Booking Conditions & Refund Policy

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. This online training session will use www.zoom.us, reliable and good quality free software, for holding online meetings. You will be able to see and interact with fellow participants throughout the sessions and split off into breakout rooms for skills practice and small group discussions.

Please ensure that you have adequate broadband connection as Rowan Consultancy cannot be held responsible or issue refunds for any difficulties with internet connection. You will also need a webcam and microphone so that the trainer can see and hear you. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.

5. The data supplied on this form is covered by Rowan's Privacy Policy which can be found on our website at <http://www.rowan-consultancy.co.uk/privacy-policy.htm>
6. Applicant Cancellation with notice given before the course:
 - 90% Refund with more than 8 weeks' notice
 - 50% Refund with 8 – 4 weeks' notice
 - No refund with less than 4 weeks' notice