



Certificate in Counselling Skills - Module1
Aug 20 th , 27 th ; Sept 3 rd , 10 th , 17 th ; Oct 1 st 2019
9.30am - 3.30pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – Tuesday 23rd July 2019

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 this course?	
Select Applicable Fee: (If applying for SAAS funding please use the alternative booking form)	
A. Organisations - Full Certificate, 4 Modules	£1700 + VAT
B. Organisations – Per Module	£450 + VAT
C. Self-funded – Full Certificate, 4 Modules	£1440 (£1200 + VAT)
D. Self-funded – Per Module	£390 (£325 + VAT)
Please give reasons for applying and what you hope to bring to the course:	
I agree to the Booking Conditions as detailed:	
Signed:	Date:

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

Booking Conditions:

1. Self-funded bookings made more than a month before Day 1 can only be accepted if accompanied by a 50% deposit with the remainder fully paid one month before Day 1 – please include cheque or call the office to pay with credit or debit card.
2. Self-funded bookings made within a month of Day 1 will only be accepted if accompanied by full payment – please include cheque or call the office to pay with credit or debit card.
3. Bookings funded by employers must be accompanied by the correct details (email included) for invoicing plus any Purchase Order details that may be required.
4. Applicants wishing to apply for SAAS funding to cover some of the cost of the full Certificate should complete our alternative booking form.
5. Applicant Cancellation with notice given before Day 1 of 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
6. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached.
7. Cancellations by Rowan due to insufficient numbers – applicants can choose a full refund or transfer of fee to a future course.
8. Rowan offices are located on the second floor and there is no lift.
9. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.
10. If you fail a module and have already paid for future modules we will refund any payment made for future modules.
11. 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>