



Certificate in Counselling Skills - Module1

24th and 31st Oct, 7th, 14th & 21st Nov, and 5th Dec 2017

9.30am - 3.30pm

Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – Monday 25th September 2017

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	A.	B.	C.	D.
Please give reasons for applying and what you hope to bring to the course:				
I agree to the Booking Conditions as detailed:			Yes	No
Signed:		Date:		

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 use the Part Time Fee Grant to cover some of the cost of the full Certificate must pay for Module 1 as above, with the Fee Grant applied to the subsequent Modules.
5. Cancellations by applicants more than one month before Day 1 will receive a refund of any amount paid above the 50% deposit.
6. No refunds are available for cancellation within one month of Day 1.
7. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached.
8. Cancellations by Rowan due to insufficient numbers – applicants can choose a full refund or transfer of fee to a future course.
9. Rowan offices are located on the second floor and there is no lift.
10. 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. 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)