



Certificate in Counselling Skills - Module1
Oct 22 nd , 29 th ; Nov 5 th , 12 th , 19 th ; Dec 3 rd 2019
9.30am - 3.30pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – Monday 23 rd September 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:		
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:	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. 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>