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| Online Training - Coaching for Counsellors |
| 15th, 16th, 22 nd & 23rd March 2019 |
| 9.30am-12.00pm |
| Access through http://www.zoom.us |

| Booking and Payment Deadline – Friday 15 th February 2019 | | | |
|--|--|-------------------------|-------------------------------|
| 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 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 relevant counselling qualifications to support your application: | | | |
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| 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. This online training session will use Zoom, 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 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

Fees:

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