



Certificate in Counselling Skills - Module1
Jan 13 th , 20 th , 27 th , Feb 3 rd , 10 th , 17 th , 24 th , Mar 2 nd , 9 th and 16 th 2020
6pm – 9pm
ONLINE (NB Condition 9 below) - www.zoom.us

Booking and Payment Deadline – Monday 16/12/2020

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:	Yes	No
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 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. If you fail a module and have already paid for future modules we will refund any payment made for future models.
9. 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.
10. 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>