



Certificate in Counselling Skills – Module 2
April 20 th , 27 th , May 4 th , 11 th , 18 th , 25 th , June 1 st , 8 th , 15 th and 22 nd 2020
6pm – 9pm
ONLINE (NB Condition 6 below) - www.zoom.us

Booking and Payment Deadline – Monday 23/03/2020		
Applicant Name		
Please detail any updates to your contact details or payment method since Module 1:		
Select Appropriate Fee:		
A. Module 2	Self-funded -	£390 (£325+VAT)
B. Module 2	Organisations -	£450 + VAT
C. Modules 2-4	Organisations -	£1275 + VAT
D. Modules 2-4	Self-funded -	£1080 (£900+VAT)
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 below:

1. Booking is not secured without receipt of either 50% deposit, or full payment if less than 1 month before start date.
2. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached.
3. Applicant Cancellation with notice given before Day 1 of the course:
 - 90% Refund with 8 weeks’ notice
 - 50% Refund with 8 – 4 weeks’ notice
 - No refund with less than 4 weeks’ notice
4. Cancellations by Rowan due to insufficient numbers – applicants can choose a full refund or transfer of fee to a future course.
5. If you fail a module and have already paid for future modules we will refund any payment made for future modules.

6. 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.

7. 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>