



Certificate in Counselling Skills – Module 4
Apr 20 th , 22 nd , 27 th , May 4 th , 11 th , 18 th , 25 th , Jun 1 st , 8 th and 15 th 2021
6.30pm – 9.30pm
ONLINE (NB Condition 5 below) - www.zoom.us

Booking and Payment Deadline – Monday 29/03/2021		
Applicant Name		
Please detail any updates to your contact details or payment method since Module 3:		
Select Appropriate Fee:		
A. Module 4	Self-funded -	£420 (£350 + VAT)
B. Module 4	Organisations -	£350 + 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. 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.

6. 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>