West Shires School of Complementary Health - Registration/Booking Form

**Reflexology Refresher Workshop**

**Facilitated by: Janice Hugh, F.MAR, Pg. Certificate in Teaching Competency,**

**of The Holistic Sanctuary**



**Inspiring you to grow…**

**in association with Cheryll Hodgson of West Shires Reflexology School**

**An intensive and tailored 2-day workshop for qualified reflexologists who wish to re-enter practice**

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| **Kindly complete all the boxes and please write clearly to ensure your application is processed without delay… thanks you!** | | | | |
| Name: |  | | | |
| Address including postcode: |  | | | |
| Telephone Numbers: | Daytime: | | | |
| Evening: | | | |
| Mobile: | | | |
| Date of Birth: |  | | | |
| Email: |  | | | |
| Course Title: | Reflexology Refresher Workshop | | | |
| Course Date(s): | Saturday, 4th & Sunday, 5th February 2017 | | | |
| Relevant Qualifications: |  | | | |
| Any Special Learning Requirements: |  | | | |
| Please print the name for your Certificate: |  | | | |
| Please include any specific area of tuition you would like covered: |  | | | |
| **Workshop Payment Information:**  The 2-day workshop including all tuition and course content printed in an individual folder, refreshments (other than lunch) and the cost is £190.00.  A deposit of £70.00 is required upon application to secure your place.  The balance of £120.00 can be paid either by one payment not later than 6 January 2017, or by 2 instalments of £60.00 each on 1st December 2016 and 1st January 2017 respectively.  If you are paying by cheque, these should be made payable to C.E. Hodgson, and if you would like to use the instalment payment plan, you are welcome to include 2 post-dated cheques with your deposit and booking form.  If you wish to pay by Bank Transfer, please request these details from Cheryll at Alliance via email:  [alliancetherapycarmarthen@gmail.com](mailto:alliancetherapycarmarthen@gmail.com)  If you choose to pay by Bank Transfer, please include the following reference so that you payment can be easily identified and credited to you: “RRW2017(your surname here).  Please ensure you read the booking Terms and Conditions, a copy of which is attached.  If you have any queries, or require additional information, please contact Cheryll. | | | | |
| **Please tick relevant box(s) below as necessary – thank you!** | | | | |
| Deposit paid: (£70.00) | Cheque: |  | Bank Transfer |  |
| Balance to be paid: (£120.00) | Enclosed 2 post-dated cheques |  | Bank Transfer by no later than 5 January 2017 |  |
| Additional Information: |  | | | |

**Email form to:** [alliancetherapycarmarthen@gmail.com](mailto:alliancetherapycarmarthen@gmail.com)

**Or post to:**

West Shires School of Complementary Health

Alliance Therapy Carmarthen,

24 King Street,

Carmarthen

SA31 1BS

**Please make cheques payable to C.E. Hodgson**

**For Bank Transfer details – please ask.**

**West Shires School of Complementary Health**

**Booking & Cancellation Policy**

**Workshops**

The full name, phone number and (ideally) email address of every participant is required for attendance. Workshops have limited number of spaces. Where there is a prerequisite for your Workshop or course, (i.e. evidence of a previous qualification), please ensure that this is adhered to and any request for a copy of your qualification is provided at the time of booking. Failure to provide this will invalidate your booking and no request for a refund will be permitted.

Your space will not be secure (and may be filled) until you have either paid the deposit / paid in full for the workshop.

**Cancellation Policy**

Your cooperation and understanding of our cancellation policy is greatly appreciated. If you have booked a place and are unable to attend a workshop for any reason, please let us know as soon as possible so that your place may be offered to someone else.

If you are pre-registered for a workshop you must cancel at least 1 week prior to the workshop to receive a full refund (a 5% admin fee will be deducted). Cancellations made up to 48 hours prior to workshop will be liable for a 25% cancellation fee. Unfortunately refunds cannot be issued for cancellations made less than 48 hours prior to the workshop.

In certain circumstances, you may be able to transfer the payment to an alternative future workshop or course. This is offered at the discretion of the West Shires School / event organiser. In the event that a transfer is agreed between both parties it is understood that no further refunds or transfers will be permitted.

In the event of the cancellation of an event by the School/organizer, you will receive a full refund of the deposit / course fee. If an event is moved from its advertised venue and/or the date is changed, your payment will remain valid if you wish to attend the rescheduled event. If not, we will issue a full refund.

Unfortunately West Shires School of Complementary Health cannot be held responsible for unforeseen circumstances (such as weather or transport problems) that lead to the participant being unable to attend the scheduled course or workshop. If you are travelling other than locally, and also have accommodation booked, it is suggested that you look into insurance to cover unforeseen circumstances.

Cheryll Hodgson

Principal