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***Bridging Creative Therapies Consultancy***

 *Director: Dr Lynne Souter-Anderson*

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*Tel: 07510 684205*

[*www.bctconsultancy.co.uk*](http://www.bctconsultancy.co.uk) *& www.claytherapy.co.uk*

**Relational Lives: Closeness & Conflict – A Creative Approach, Training (2020)**

**Booking Form**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profession & Qualification with dates & awarding body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We attempt to cater for special dietary requirements however, if you have a particular dietary it may be more appropriate for you to bring your own lunch (Please be specific if vegetarian as to whether fish is eaten \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT OPTIONS - **Please indicate preferred option**

|  |  |  |
| --- | --- | --- |
| A | Payment in full £575 |  |
| B | 5 instalment payments - post-dated monthly cheque payments of £115 to be enclosed with this form or 5 monthly BAC payments  |  |

Cheques payable to **D L Souter-Anderson** and send with this booking form to:

**35 Cootes Lane, Fen Drayton, Cambridgeshire. CB24 4SL.**

BAC payment details:

Lloyds Bank, St Ives, Cambridgeshire

Sort Code 77 72 19

Acc no 23535368

Acc name D L Souter-Anderson

Cancellation Policy: *Please see below*

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 **Bridging Creative Therapies Consultancy**

**Cancellation of Courses/Workshops Policy**

*Written according to the Consumer Contracts Regulation, 2013*

**Day/Weekend Workshops Fees**

The workshop fee is due when the booking is made.

* Cancellation of a booking by the participant must be received in writing.
* Cancellations received less than seven days before the workshop will be subject to a cancellation charge of 50% of the stated workshop charge.
* Should cancellation happen on the day of the workshop there will be no return of the fee.
* Should the workshop be cancelled by Dr Lynne Souter-Anderson a full refund will be made.

**Course Fees**

Course fees are due in full at the time of enrolment.

* Cancellation of a booking by the participant must be received in writing
* Training courses cancellation charges:
* 16 – 12 weeks before the course: 25% of the fee
* 12 – 8 weeks before the course: 50% of the fee
* 8 – 2 weeks before the course: 75% of the fee
* Cancellations received less than fourteen days before the course start date will be subject to a cancellation charge of 100% of the stated course fee.
* Should a participant withdrawal before a course starts e.g. In the event of a severe health problem affecting yourself or close relative, a full refund will be made subject to satisfactory medical evidence.
* Should a participant withdraw from a course once the training has commenced there will be no return of the fee.
* Should a participant step-down from a course due to personal or family illness once the training has commenced the programme director will make reasonable arrangements for the participant to transfer to another course.
* Should the workshop be cancelled by Dr Lynne Souter-Anderson a full refund will be made.

*Refunds will be made using the same method of payment as used for purchasing within 14 days of the cancellation.*