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***Bridging Creative Therapies Consultancy***

*Director: Dr Lynne Souter-Anderson*

*35 Cootes Lane, Fen Drayton,*

*Cambridgeshire. CB24 4SL*

 *Tel: 07510 684205*

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



 **Course Application Form**

Course:

Name:

Address:

Date of birth:

Phone: Mobile No:

Email:

Current occupation:

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| Relevant qualifications with dates of successful completion and training organisation: |

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| Previous clinical experience: |

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| Please provide a statement of interest to the course in no more than 300 words: |
| Please provide details of any further information that is relevant to your potential learning on the course (i.e. health issues, personal circumstances, learning needs, special dietary needs)  |

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| --- |
| Name and address of someone who will provide a reference on your experience of therapeutic practice: |

Cancellation Policy: Please see page 3 of this document

Signed ................................................................... Date ...............................................

Dr Lynne Souter-Anderson will contact all applicants by telephone within two weeks after receiving the application to discuss their application.

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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.*