**CENTRE FOR COACHING**

**& CENTRE FOR STRESS MANAGEMENT**

*In association with the* ***International Academy for Professional Development Ltd***

**COURSE APPLICATION FORM**

Please complete and return in Word format to [admin@iafpd.com](mailto:admin@iafpd.com)

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| --- | --- |
| **Name (include title):** | **Date of Birth**: |
| **Postal Address** (course material which you need to partake in the course will be sent to this address) | **Contact Tel:** |
| **Occupation:** | **Email Address** (Booking confirmation and Joining information will be issued to this address) |

**Note:** all correspondence will be via email so don’t forget to check your spam folder if you’ve not received our Booking Confirmation email after 48hrs

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| **Course 1:** | **Fee**: | **Course Date**: |
| **Course 2**: | **Fee:** | **Course Date**: |
| **Course 3**: | **Fee**: | **Course Date**: |

***All our courses take place via Zoom.***

**All courses require participation using the Zoom Platform from a confidential setting (which is essential to coaching and/or therapy). If you are unable to ensure a confidential setting in which no other people can view or hear any part of the workshop or course for its duration, please apply at a time you are able to do so otherwise you may be asked to leave the training.**

Training materials are posted to the address listed above 2-3 weeks prior to the training date. It is your responsibility to let us know if these do not arrive 1 week prior to the training date.

To ensure the course you have applied for is suitable please provide some information:

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| Please give a brief outline of your work with particular reference to the use of coaching:  Please indicate the extent of your training and the models used (e.g. GROW, CBC, SPACE, CBT, CBC, REBT, SFP etc):  Qualifications:  Do you have any previous training in coaching, therapy or related fields Yes / No |

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| Please state your reasons for wanting to attend coaching/counselling/stress management courses:  Where did you hear about the Centre’s courses?  Anything else we need to know? |

**PAYMENT**

Promotional Code (if applicable):

Course fees must be paid by the due date on the invoice that is sent to you at the time of your confirmation of booking email. If your fee has not been paid by this date and despite our best efforts to contact you, your place on the course will be cancelled.

**Self Funding**

An on-line invoice will be sent to the email address stated above, Payment can be made securely with a credit or debit card. We are unable to take payment over the phone.

Receipts will not be issued, please print the electronic invoice and payment receipt for your records.

Your place is not confirmed until your payment is received.

**Organisation**

If you require your organisation to pay the higher Organisational fee, please provide the company name and address along with the name and email of the contact.

An online invoice will be issued to them directly.

Please state Purchase Order numbers if applicable. Payment due within 30 days of invoice or course date whichever is sooner.

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| **EMAIL TO:**  **COMPANY NAME:**  **ADDRESS:** |

**CANCELLATION & TRANSFER POLICY**

The contract is cancellable within the standard 14 day cooling off period. If cancelled within this 14 day period, we will offer a full refund.

As our class size normally consists of 15 or less learners we have a cancellation & transfer policy. If you cancel after the 14-day cooling off period the following cancellation fees will apply:

More than 4 weeks before course begins Full Refund

2-4 weeks before course begins 75% of fee

1-2 weeks before course begins 50% of fee

7 days or less before course begins no refund

If you choose to transfer within the 4 week period the following additional fees apply:

More than 4 weeks before course begins no fee

2-4 weeks before course begins 25% of original fee

1-2 weeks before course begins 50% of original fee

7 days or less before course begins Full course fee

The Centre reserves the right to alter or cancel courses. If we cancel a course, workshop or event, delegates will be offered the choice of a 100% refund or a direct transfer to another event run by the Centre and Academy. No liability is accepted for any consequential loss or any other expenses directly or indirectly incurred by any cancellation.

Due to the nature of the workshops, delegates must attend over 90% of any individual course to satisfy attendance requirements if certification is required.

**NOTES**

I have read the **Privacy Policy**: [www.centreforcoaching.com/privacy](http://www.centreforcoaching.com/privacy)

I have read and agree to the above conditions. I confirm that I have read the relevant course details including the section headed **General course information** which can be found here: [www.iafpd.com/general-course-information](http://www.iafpd.com/general-course-information)

Our courses can be fast paced and immersive. You may find the Zoom platform more tiring than traditional learning within a room. If this applies to you, we suggest this course may not be suitable for you at the present time.

Training materials are posted to the address listed above 2-3 weeks prior to the training date – provided payment has been received. It is your responsibility to let us know if these do not arrive 1 week prior to the training date. Late bookings/payment can result in materials not arriving in time, therefore we suggest booking a minimum of 2 weeks prior to the training (subject to availability).

If payment is not made by the payment due date on the invoice and we have made every effort to contact you via email/text/phone we reserve the right to cancel your place on the course as places are not confirmed until payment is received.

**Electronic signature of applicant: Date:**

**PLEASE RETURN COMPLETED APPLICATION FORM in WORD FORMAT TO:**

[**admin@iafpd.com**](mailto:admin@iafpd.com)

**WE WILL ACKNOWLEDGE RECEIPT OF YOUR FORM – IF YOU DO NOT HEAR FROM US CHECK YOUR SPAM/JUNK FOLDER OR MAKE FURTHER CONTACT BY PHONE**

**YOU ARE NOT BOOKED ONTO A TRAINING COURSE UNTIL YOU RECEIVE A BOOKING CONFIRMATION EMAIL FROM US**

***Courses are held remotely using the Zoom virtual education platform* FORM 2020**