

## BOOKING FORM

**Please use a separate form for each course booking:**

Course Title:	
Course Date:	
Name:	
Company:	
Address:	
Telephone:	
Mobile:	
E-mail:	

### **Desired Outcomes:**

In order for us to help you achieve your desired outcomes, please let us know your reasons for wishing to attend the course, and what you hope to gain from it.

## Please indicate any Special Dietary Requirements or Allergies:

Please contact us to advise if you have any disability or impairment which may require special arrangements.

### Payment:

Course fees are detailed on the brochure or website.

Payment of £..... has been made by:

- BACS: Sort Code 544124 Account 51618427
- Cheque payable to Joanna Taylor
- Credit/Debit Card (in person or by phone only)
- Please invoice me (course booking will remain provisional until paid in full)
  
- I give permission for my details to be shared with the National Hypnotherapy Society.
- I have read and retained a copy of the Terms and Conditions as below.

**Signature:** ..... **Date:** .....

All information is strictly confidential and will be used only for the purposes of this course booking - we will never share your details with anyone else.

- If you would like to receive our monthly e-Newsletter containing articles of interest and inspiration, together with news of our latest courses, please tick this box. You are always free to unsubscribe from our Newsletter at any time and your details will not be shared or used for any other purpose.

### Please return your completed form and remittance to:

School of Clinical & Neurolinguistic Hypnotherapy

E-mail: [joanna@scnlh.org](mailto:joanna@scnlh.org)

Address: 3B Langley House, Wykeham Business Centre, Wykeham, Scarborough,  
North Yorkshire YO13 9QP

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### Terms and Conditions:

#### Cancellation of Course Booking

1. We offer a 10 day cooling off period, from receipt of payment.
2. More than 16 weeks prior to the course will incur 25% of full course fee.
3. Between 6 and 16 weeks prior to course will incur 50% of full course fee.
4. Less than 6 weeks prior to course will incur 100% of full course fee.
5. In the event of the course being cancelled by SCNLH, a full refund of your course fee will be made. Please note that we are unable to cover any other expenditure you may have incurred (eg travel arrangements).

#### Deferment (Once Only)

1. Deferment within 10 days of receipt of payment for the course, incurs no fee.
2. More than 16 weeks prior to course will incur 10% of full course fee.
3. Between 6 and 16 weeks prior to course will incur 25% of full course fee.
4. Less than 6 weeks prior to course will incur 50% of full course fee.
5. In the event of the course being deferred by SCNLH, an alternative date for the course will be offered.

#### Non Attendance

1. Deferment - requires an additional 75% of full course fee to guarantee transfer to a future course.
2. Cancellation - incurs 100% of full course fee to cover venue and delegate costs.