**Booking Form**

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| **Introduction to Working Creatively with Trauma**  **November 2022**  ***ONLINE via Zoom Meetings*** | | | | | |
| Saturday 5th - Sunday 6th November 2022  10-4pm (with breaks) both days  Trainer is Lindsey Toogood | | | | | |
| **Participant’s Details** | | | | | |
| Title: | Forename: | | | | Surname: |
| Job Title: | | | | | |
| Brief Description of Current Role: | | | | | |
| Department: | | | Organisation: | | |
| Work Address: Home Address:  Postcode: Postcode: | | | | | |
| Telephone No. (office/home):  Mobile: | | | | Email: | |
| Please let us know of any special requirements you may have: | | | | | |
| Please read the terms and conditions **on the next page** then sign here to accept them:  Name: Signature: | | | | | |
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# ENQUIRIES

Telephone: 07932 694779 Email: [jill@jillcarter.co.uk](mailto:jill@jillcarter.co.uk)

# RESERVING A PLACE ON THE COURSE/S

Please complete the booking form and return it to [jill@jillcarter.co.uk](mailto:jill@jillcarter.co.uk). Ask for my address if you would prefer to post it.

# Thank you for paying £250 when booking. Fees are non-refundable unless someone can take your place on the course.

* Once a place on the course has been confirmed in writing, the paid fees are non- refundable unless someone else accepts your place before the course starts. If you leave before the end, any monies paid will be retained.

*This course requires at least six students to go ahead. If fewer than that enrol, we will offer you alternative dates or courses. If that’s not possible, we will refund any fees paid.*

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# CANCELLATIONS of BOOKING

Cancellations should be notified to Jill Carter **as soon as possible** so that your place can be offered to those on the waiting list. We will try to be flexible because of Covid19.

This will be a small group of no more than 10 people. There will be personal and group process as part of the course. Any client material shared must be anonymised. Anything you share remains confidential to the group and the trainer.

Any problems or complaints should be discussed with the trainer first and if not resolved, sent to Jill Carter in writing. Jill will try whenever possible to sort out any problems. Jill’s decision is final.

**We adhere to the BACP Ethical Framework and latest guidelines re Covid19 and online working.** [**https://www.bacp.co.uk/**](https://www.bacp.co.uk/)

If Jill Carter Training has to postpone, change dates or cancel any part of the course, every effort will be made to re-arrange it at a time suitable to the majority of participants.

Jill Carter Training cannot be held responsible for any pre-booked hotel or travel costs in any event. All materials copyright Jill Carter Training Limited.

**Please return your completed form to:**

[jill@jillcarter.co.uk](mailto:jill@jillcarter.co.uk) Ask me for my postal address