



# The Rowan Centre

## Stress Management Masterclass

### Booking Form & Questionnaire

The cost of this 1 day course is £125 and this includes refreshments, course materials and meditation CD. (Please bring lunch with you).

Fill out this form making sure you complete **ALL** the relevant details. Then return it to us with authorised signature if necessary. (Please bear in mind if you are undertaking this course as a private individual, some of these details will not be relevant)\*. Once we have received your form, your details will be processed and you will receive a confirmation email with all relevant course information, along with an invoice. Course fees must be paid in full prior to undertaking the course. If you have any further questions please contact us on **0845 900 5765**.

Course Date	
Full Name	
Name you wish to be called if different	Age
Current or previous occupation	
Job title	
Contact phone number	
Email address	
Company name and address*	
Postcode*	
Phone number*	
Your direct line*	
Authorised by Full name and signature*	
Authorised signatory job title*	
Invoice address if different from above	
Please indicate method of payment	Invoice <input type="checkbox"/> Cheque <input type="checkbox"/> PayPal <input type="checkbox"/> BACS <input type="checkbox"/>
Purchase order reference (if applicable)*	

This Stress Management Masterclass (Level 1) is a 1 day training course.  
We take full responsibility for teaching to the best of our ability. You are responsible for applying the strategies and techniques to get good results. If you apply them consistently you will benefit in all areas of your life.

**What we expect from you**

That you are ready and committed to do the work required to achieve your goals.

**What you can expect from us**

We are completely committed to your success.

We will give you honest feedback which is an essential part of achieving success.

We will help you change anything that prevents you getting the success you deserve.

**1. What would you like to achieve by attending the stress management masterclass?**

a.

b.

c.

**2. To get the most benefit from the training, what do you need to do, or be?**

a.

b.

c.

**3. Do you need wheelchair access to the training venue? YES / NO**

4. List here all the things that you get stressed about including work, family and home life. Remember to also include internal stressors that you experience, e.g. guilt or overwhelm.

## Terms and Conditions of booking

### FEES

All fees must be paid in full prior to each course.

### CANCELLATION

In the very unusual event of a change of course date, venue or cancellation by us, you will be notified at least 7 days prior to the start of the course. In these circumstances you will be offered alternative dates or a full refund.

We reserve the right to terminate your training if we feel your continued participation would be unhealthy or unhelpful for you or another member of the training group. Your fees will not be refunded in these circumstances.

Under the Distance Selling Regulations 2000, you (the consumer) are entitled to a cooling-off period of seven working days in which you may cancel your place on the course and receive your fee back in full. The cooling off period commences from the day we receive payment from you. Should the first day of the training course commence within the cooling off period then you will have commenced the Service and will no longer have a right to terminate your contract with the Rowan Centre. Please note, these regulations do not apply to B2B services.

Cancellations by participants will only be accepted by written confirmation by email or post at least **15 working days** prior to the start of the course. Failure to provide sufficient notice will result in the full course fees being charged unless we or you are able to fill your place with another person.

Should you postpone for any reason you must give at least **15 working days** notice. In this instance you must be able to attend the next available training date, or supply another person to attend in your place. Failure to do so will result in the charging of the full course fees.

### CONFIDENTIALITY

As this is a training course and not a therapy, there is no requirement for you to share personal information with other members of the group, but some people may choose to do so. Do you agree to maintain confidentiality with regard to personal information shared by others during the training?

Yes / No

### OWNERSHIP

All documents you receive as part of the Stress Management Masterclass constitute an intellectual property and are not to be reproduced, sold or distributed in any way.

I have read and agree to adhere to the terms and conditions above  Tick here

Signed

Full Name

Date

**This must be completed if you are under 18 years of age.**

If you are under 18 please ask your parent or guardian to read through the form and if they also agree to the terms and conditions, ask them to sign it.

Full Name

Signature

Relationship to applicant

Date

Address and phone no. if different

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How did you hear about us? From a friend/colleague  Doctor  Advert  Google advert

Other, please specify

Please return this form to

**The Rowan Centre, 18 Waterloo Avenue, Leiston, Suffolk, IP16 4HE.**

[info@therowancentre.com](mailto:info@therowancentre.com)

**0845 900 5765**

[www.therowancentre.com](http://www.therowancentre.com)