



<b>ILM Level 3 Award in Workplace Coaching</b>
Mar 25 <sup>th</sup> , May 7 <sup>th</sup> , Sept 2 <sup>nd</sup> 2019
9.30am - 4.30pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – Monday 25 <sup>th</sup> February 2019			
Applicant Name			
Mobile Number			
Email Address			
Organisation (if applicable)			
Organisation Address			
Invoicing Email / PO number if applicable			
Name/Email of manager or referral agent			
How did you hear about Rowan?			
Fee Option – Please refer to Booking Conditions	A. Full £750 + VAT	B. Multiple £712.50 + VAT	C. Discount £560 + VAT
Please provide details of special requirements:			
I agree to the Booking Conditions as detailed:		Yes	No
Signed:		Date:	

## Booking Conditions:

1. Self-funded bookings made within a month of Day 1 will only be accepted if accompanied by full payment - please include cheque or call the office to pay with credit or debit card.
2. Bookings funded by employers must be accompanied by the correct details (email included) for invoicing plus any Purchase Order details that may be required.
3. Cancellations by applicants more than one month of the course start date will receive a refund of 50%.
4. No refunds are available for cancellation within one month of the course start date.
5. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached. In this case applicants can choose a full refund or transfer of fee to a future course.
6. Rowan offices are located on the second floor and there is no lift.
7. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.

## Fees:

- A. Full - £750 + VAT
- B. Multiple booking discount (second and subsequent) 5% discount £712.50 + VAT
- C. Already completed Rowan's Manager as Coach or Coaching for Counsellors (within 3 years of start date)  
£560 + VAT

## Cancellation Policy:

1. 90% Refund with 8 weeks' notice
2. 50% Refund with 8 – 4 weeks' notice
3. No refund with less than 4 weeks' notice