



Managing Mental Health at Work

Monday 13th May 2019, 9.30am - 11.30am

Rowan Consultancy - 4 Kinnoull St, Perth PH1 5EN

Booking Details - Deadline 16/04/19

Applicant Name		
Address		
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 this course?		
Fee	£120 (£100 + VAT)	
Please provide details of special requirements:		
I agree to the Booking Conditions as detailed:	Yes	No
Signed:	Date:	

For instructions on completing the form electronically please see <https://helpx.adobe.com/reader/using/fill-and-sign.html>

Please see below for Booking Conditions & Refund Policy

Booking Conditions:

1. Self-funded bookings made 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. 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.
4. Rowan offices are located on the second floor and there is no lift.
5. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.
6. The data supplied on this form is covered by Rowan's Privacy Policy which can be found on our website at <http://www.rowan-consultancy.co.uk/privacy-policy.htm>
7. Applicant Cancellation with notice given before course:
 - 90% Refund with more than 8 weeks' notice
 - 50% Refund with 8 – 4 weeks' notice
 - No refund with less than 4 weeks' notice