

# The Norwich Centre

## Training Courses and Workshops



### Introduction to Counselling Skills Booking Form

**Please book me a place on the Introduction to Counselling Skills training course.**

Course Date \_\_\_\_\_ How did you hear about this workshop / course?  
Internet Search \_\_\_\_\_ Website \_\_\_\_\_  
Social Media \_\_\_\_\_ Word of Mouth \_\_\_\_\_  
Different training provider \_\_\_\_\_ Walking past \_\_\_\_\_  
Other \_\_\_\_\_

#### Your Details

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_  
Address \_\_\_\_\_ Post code \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

**Fees are payable in advance. Terms and Conditions apply.**

#### Cancellation Policy

If you cancel your booking part-refunds will apply at the following rates according to the notice given.  
More than two months in advance - 80% of the full fee refunded.  
Two months in advance - 50% of the full fee refunded.  
Under one month in advance - no refund given.

I have read and understood the terms and conditions and the cancellation policy.

#### Terms and Conditions

We reserve the right to postpone or cancel the course and refund the course if we do not have sufficient numbers to cover our costs.

The Norwich Centre will not be liable for delays and/or modifications to the programme due to unforeseen circumstances.

I confirm that the information given in respect of this application is correct and complete and that I have completed this form myself.

I understand that The Norwich Centre will keep my details confidential and these will only be used to assess my suitability for this course and to contact me in respect of the course.

Signature \_\_\_\_\_

Date

## Payment Details

Payment Method

Cheque

Debit / Credit Card

Amount To Pay

I enclose a cheque for the above amount made payable to The Norwich Centre

**OR**

Please debit my bank account for the above amount

**If you can help to support our work by including a donation please indicate below the amount you wish to donate. Gift Aid forms are available from The Norwich Centre.**

I would like to include a donation of the following amount in my payment

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## Card Details (if payment is being made by card)

Select Card Type

Card Number

Security Number

Expiry Date

Valid From (if applicable)

Issue Number (if applicable)

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**The Norwich Centre**  
7 Earlham Road  
Norwich  
NR2 3RA

**Phone: 01603 617709**  
**Fax: 01603 613515**  
**E-mail: [training@norwichcentre.org](mailto:training@norwichcentre.org)**  
**Registered Charity No. 1005967**