



EMDR Extra Ltd

# APPLICATION FOR EMDR TRAINING

Please complete in block capitals. If your employer is paying, please see page 2

Name .....

Address .....

..... Post Code .....

e-mail .....

Phone ..... Mobile Phone .....

How did you hear about EMDR Workshops? .....

My core mental health profession is .....  
(e.g. psychiatrist, psychologist, mental health nurse, social worker, psychotherapist, counsellor)

My professional accrediting body is ..... Membership/registration number .....

### Booking for One or Two Parts

**These prices are valid from 01.01.2010 when VAT will increase from 15.00% to 17.5%**

#### **Early booking rate - £372.93 per part**

For bookings received 4 weeks or more before training date. £317.39 + VAT @ 17.5% £55.54 = £372.93

#### **Late booking rate - £393.37 per part**

For bookings received 4 weeks or less prior to training date. £334.78 + VAT @ 17.5% £58.59 = £393.37

Venue Part \_\_\_\_ Venue Part \_\_\_\_

Date Part \_\_\_\_ Date Part \_\_\_\_

### Booking for the full training of Three Parts Together – 5% discount

#### **Early booking rate - £1,062.86 for three parts**

£317.39 x 3 = £952.17, less 5% = £904.56 + VAT @ 17.5% £158.30 = £1,062.86

#### **Late booking rate = £1,080.04 for three parts**

For bookings received 4 weeks or less prior to Part 1 training date. Late rate for Part 1, early rate for Parts 2 and 3 (£334.78 + £317.39 + £317.39 = £967.56, less 5% = £919.18 + VAT @ 17.5% £160.86 = £1,080.04

Venue Part 1..... Venue Part 2 ..... Venue Part 3.....

Date Part 1 ..... Date Part 2..... Date Part 3.....

Employer's address for invoice (see below)\* .....

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**Terms & Conditions: PLEASE READ AND SIGN**

**Payment policy:**

- Payment must be received with a completed application form prior to the training date to ensure a place, subject to terms and conditions.
- \* **If an employer is funding your training** we require **written** confirmation from them of their undertaking to pay subject to the terms and conditions set out below. This confirmation should accompany your application form, with a purchase order or requisition number to be quoted on the invoice, where applicable.

**Change of Venue or Date:**

- If an applicant wishes to change to a different venue or date from that originally applied and paid for less than four weeks prior to the training date, this will incur an administrative fee of £50.00 + VAT @ 15% = £57.50.

**Cancellation policy:**

- Cancellations must be made in writing, either by post, fax or email. When a cancellation is made more than six weeks prior to the training date, the applicant is entitled to an 80% refund. Cancellation between four and six weeks prior to training date entitles a 50% refund. No refunds can be made when a cancellation is made less than four weeks prior to the training. If EMDR Workshops postpones or cancels a training session, a full refund will be given or alternative dates arranged.

**Training requirements:**

- Applicants must be Mental Health practitioners who are accredited members of a recognised professional body.
- There shall be at least eight weeks between training parts to allow for practice and supervision, according to regulations set out by the accrediting body, EMDR Europe.

I have read and accept the above terms and conditions.

Signed..... Date.....

I enclose a cheque for the amount of ..... (payable to EMDR Extra Ltd)

**Or Pay by credit/debit card**

Credit Card  Debit Card  (sorry no AmEx) Amount .....

Card Holder's Name .....

Card Number...../...../...../.....

Start Date ..... Expiry Date ..... Security Code (3 digits) ..... Issue No (Debit cards only) ...

Card Holder's Signature .....

Post form and cheque **OR** credit/debit card details **OR** employer's confirmation of payment to:-

**EMDR Extra Ltd, Alperton House,  
Bridgewater Road, Wembley HA0 1EH**

**Phone: 020 8795 7948 Fax: 020 8795 4166**

**Email: [admin@emdrworkshops.com](mailto:admin@emdrworkshops.com)**

**Website: [www.emdrworkshops.com](http://www.emdrworkshops.com)**