



New Reduced Prices Effective 1 June 2010

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

Early booking rate - £350.00 per part (inc VAT)

For bookings received 4 weeks or more before training date. £297.87 + VAT @ 17.5% £52.13 = £350.00

Late booking rate - £370.00 per part (inc VAT)

For bookings received 4 weeks or less prior to training date. £314.89 + VAT @ 17.5% £55.11 = £370.00

Venue Part ____ **Venue Part** ____

Date Part ____ **Date Part** ____

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

Early booking rate - £997.49 for three parts (inc VAT)

£297.87 x 3 = £893.61, less 5% = £848.93 + VAT @ 17.5% £148.56 = £997.49

Late booking rate = £1,016.49 for three parts (inc VAT)

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 (£314.89 + £297.87 + £297.87 = £910.63, less 5% = £865.10 + VAT @ 17.5% £151.39= £1,016.49

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)*
.....
.....

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.

Disabilities

Every effort will be made to accommodate people with disabilities; however, it is vital that this is bought to EMDR Extra's attention **at the time of booking**, explaining the disability and what may be required to accommodate it. No guarantee can be made to make alterations to accommodate people with disabilities if EMDR Extra is not made aware of these at the time of booking. Please attach the information to this form.

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 @ 17.5% = £58.75.

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@emdrextra.com Website: www.emdrextra.com