



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 Works?

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 - £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 - £393.38 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 @ 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 Works)

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 Works Ltd, 31 Chiswellgreen Lane,
St. Albans, Herts AL2 3AJ**

Tel: 020 8441 2457

Email: admin@emdrworks.org

Web: www.emdrworkshops.com

Registered Company No: 07029951

VAT No: 981080812