

## BOOKING FORM

<b>Name:</b>		
<b>Address:</b>		
<b>Post Code:</b>		
<b>Tel:</b>	<b>Email:</b>	
<b>Course Title</b>	<b>Date of course</b>	<b>Amount (£)</b>
<b>Subtotal</b>		
<b>Vat @ 17.5%</b>		
<b>Total</b>		

### Method of Payment

(Please tick)       Cheque       Mastercard       Visa       Switch

Card No: \_\_\_\_\_

Expiry: \_\_\_\_\_ Valid: \_\_\_\_\_ Issue: \_\_\_\_\_ (switch only)

I have read and agree with the terms & conditions below

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(please make cheques payable to Shirley Price Aromatherapy)

## Terms and conditions of booking

1. There is exemption from Anatomy and Physiology for those who have passed an examination to a recognized standard. If you wish to avail of this exemption discuss this with your tutor at the beginning of module one.
2. It is now a requirement of IFPA, our accrediting body, that a certificate in emergency first aid has to be held to complete an accredited aromatherapy course. This certificate can be obtained through your local branch of either the Red Cross, St John's Ambulance or the Order of Malta and is renewable every 3 years. We will therefore require a copy of your first aid certificate before you can become a member of IFPA.
3. An official SHIRLEY PRICE AROMATHERAPY booking form should be completed and signed in respect of each module and this pre-supposes that the student accepts the following terms and conditions:
  - A. A deposit of £75.00 is required in advance to secure any booking. A letter will be sent acknowledging receipt of your deposit and confirming your place. All deposits paid are strictly non-refundable except in extreme circumstances and at our discretion. They are however transferable between SHIRLEY PRICE AROMATHERAPY courses.
  - B. The balance of the fees must be paid before attending the course.
  - C. **Regarding cancellations**, students will forfeit 50% of the course fees if cancelled within 7 days of the commencement of the course and 100% if cancelled within 48 hours.
  - D. Students **MUST** attend **ALL** of each module.
4. In the unlikely event that we have to cancel, postpone or discontinue any course due to circumstances beyond our control, we reserve the right to give 24 hours notice. We will, however, use our best endeavours to find an alternative venue and date, but if this is not possible, deposits and fees will be refunded in full.
5. We reserve the right to refuse any application.
6. Students from countries where English is not the spoken language need have a good working knowledge of the English language to be able to follow the course. Extra time may be allowed at examination.