

# The Essex Institute



*Professional Training in Complementary Health*

## Booking Form

### **Psychosexual Dysfunction**

Week commencing: Monday 19<sup>th</sup> November 2012

10.00 am - 5.00 pm daily (1.00 pm finish on the Friday)

**Course Fee: ~~£750.00~~ £500.00**

*Includes all course materials and notes.  
Light refreshments (tea, coffee & biscuits ) are also included*

### **Places are limited to 24 maximum**

Please reserve me:     *place(s)*

Name: .....

Address: .....

.....

Postcode:..... Telephone:.....

I enclose the full amount now

I'm sending £100.00 deposit, the balance (£400.00) to follow before: 25/10/10

Cheque/Bankers draft enclosed, value: £                      (Payable to: EICH Ltd)

Please debit my credit card in the amount: £

Card No..... Expiry: .....

Issue number: (Switch only): .....

Security number (last 3 digits on back of card): .....

I have read and understand the Terms and Conditions of booking overleaf

*Please send/FAX this completed form to:*

### **The Essex Institute**

Essex House, 15 Clarence Road, Southend on Sea, Essex, SS1 1AN, UK

Tel: +44 (0)1702 434431 FAX: +44 (0)1702 434432 Email: [admin@essexinstitute.co.uk](mailto:admin@essexinstitute.co.uk)

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## **Terms and conditions**

*The 'terms and conditions' given in this document refer specifically to all one-day Seminars and all the 'Bootcamp' courses conducted in our classroom.*

### **BOOKINGS**

1. We will not accept verbal bookings for places on seminars and courses. We will accept email bookings but these are not guaranteed until we have received the required deposit. To avoid the risk of disappointment, you should ensure that we receive your deposit ASAP.
2. The balance due must be paid by 28 days at the latest before the seminar/course date. If we have not received your full payment by that time, your place might be offered to a student on our waiting list and your deposit will be forfeit.
3. Deposits or fees are non-transferable to other seminars or courses or to any other individual.
4. In the event that we find it necessary we reserve the right to cancel your participation on any seminar or course and refund the balance of fee for any unused portion of the seminar or course less an administration charge of 10% of the course.
5. In the event that a course or seminar is under-subscribed we reserve the right to cancel the course or seminar and refund all monies paid.

### **CANCELLATIONS**

1. All cancellations must be received in writing.
2. You may cancel your attendance at any time up to 28 days before the seminar or course date without penalty and we will refund any deposit paid.
3. If you cancel your attendance less the 28 days but more than 14 days before the seminar/course date we will refund 50% of your deposit. If you have paid the full fee we will refund all monies paid less 50% of the deposit. In both instances, there will be an administration charge of 10% of the total fee.
4. In the event that you cancel less than 14 days but more than 7 days before the seminar/course date, your deposit is forfeit. If you have paid the full fee, we will return 50% of that fee, less the deposit and an administration charge of 10%. If you have not paid the full fee, you will be indebted to us for 50% of that fee.
5. In the event that you cancel within 7 days of the course date or fail to arrive at a seminar/course, all monies will be forfeit and if you have not paid the full fee at that time you will be indebted to us for the amount outstanding.

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