

**STRUCTURAL REFLEXOLOGY ®**

**BOOKING FORM**

**PLEASE TAB between sections to complete your details by typing in text or using the drop-down menus where shown.**

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| --- |
| Full Name (for certificate): Click or tap here to enter text. |
| Email address/website: Click or tap here to enter text. |
| Contact telephone: Click or tap here to enter text.: |
| Reflexology qualification held: Click or tap here to enter text. Date achieved: Click or tap to enter a date. |
| **TOTAL COURSE FEE:** **£500**  **Venue/Date: Portsmouth (UK) to be confirmed / 21st- 23rd March 2025** |
| **PAYMENT DETAILS:**  **The attached Standing Order form MUST be completed by all practitioners.**  Bank transfer: Lloyds Bank, Sort Code: 30-93-97 A/c ref: 32454660.  Please complete and return your booking form by email to: [carol@reflexmaster.co.uk](mailto:carol@reflexmaster.co.uk) |

**PLEASE COMPLETE THE FOLLOWING DECLARATION**

I confirm that I hold a minimum Level 3 diploma in reflexology and have current insurance cover to practice  **I have read and understood the booking conditions** and understand that Reflexmaster takes no responsibility for any rare occasions that participants may experience any negative physical symptoms from participating in the practical element of the course.

By participating I understand that I will participate in a variety of reflexology techniques and have declared any medical conditions that may be affected by this:

I have no medical conditions that require consideration

I have the following medical condition(s): Click or tap here to enter text.

Signed: Click or tap here to enter text. Date:

*Your place on the course will only be guaranteed once the full fee has been paid. Fees are refundable up to 14 days prior to the course date less a £150 non-refundable deposit for courses of more than a single day duration. You may send a substitute delegate provided they meet and hold a suitable reflexology qualification. In the unlikely event that a workshop needs to be cancelled due to unforeseen circumstances Reflexmaster will provide 14-days’ notice wherever possible and advise you of alternative date(s)/venues(s) or provide you will a full refund. Reflexmaster does not accept responsibility for expenses incurred under these circumstances. Please see full terms and conditions overleaf.*

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**STANDING ORDER AGREEMENT**

If it has been agreed with Reflexmaster that you may make your payments via standing order, you are required to complete this form.

Please note that you are making a commitment that binds you to complete the payment stages on the dates specified below, and failure to do so may result in you being withdrawn from the course.

Your deposit payment is non-refundable as per our general terms and conditions.

Please complete the agreement by signing in the sections highlighted and return with your booking form via email to [carol@reflexmaster.co.uk](mailto:carol@reflexmaster.co.uk)

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| --- | --- |
| Lloyds Bank,  East Street,  Havant,  Hants | Account Name;  Dr Carol A Samuel |
| Sort code: 30-93-97 | Account No: 32454660 |
| IBAN: GB06LOYD3093973245466 | BIC: LOYDGB21261 |
| **Your Signature:**  Click or tap here to enter text. | Reference:  **SRGV25 with your personal name** |
| Print Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Deposit payment due at registration: £150  (non-refundable)**

**Standing order 1: £116.67 - due 08th July 2024**

**Standing order 2: £116.67 due 4th November 2024**

**Final payment 3: £116.67 due 03rd March 2025**

**TOTAL COURSE FEES: £500**

**Terms and conditions**

1. Allocation of places on the course will be under the discretion of Reflexmaster
2. All payments should be in GBP Sterling by Bank transfer.
3. All payments are to be completed no later than 14 days prior to the course start date.
4. **Failure to attend any seminar will result in the loss of all payments already made.**
5. Refreshments such as tea/coffee/water etc. will be provided during the course but lunch, dinner and accommodation are the responsibility of the delegate. Advice on accommodation cannot be given by Reflexmaster.
6. **Unless otherwise stated**, courses will start with registration on the first day at 9:00am and finish at 5:00pm. Please arrive in good time so that the course start time is not delayed.
7. All seminar materials are the copyright of **Gillian Villeneuve – Structural Reflexology ®** and no part may be reproduced or used for teaching purposes without their express permission in writing.
8. Reflexmaster does not accept responsibility for changes or cancellation of courses due to circumstances beyond their control. Every effort will be made to contact participants well in advance and, if necessary, deposits will be refunded in full. Reflexmaster will not be held responsible for any additional expenses incurred as a result of course cancellation.
9. In line with other reflexology training organisations, no responsibility will be accepted in the highly unlikely event of any detrimental effects of the reflexology tuition.

Cancellation by delegates

1. To cancel your place on any of the courses organised by Reflexmaster, written notice of cancellation must be given by email to: [carol@reflexmaster.co.uk](mailto:carol@reflexmaster.co.uk)
2. To receive a full refund (minus the non-refundable deposit) you must cancel at least 14 days prior to the start of the course.
3. Delegates cancelling less than 14 days before the course will not be entitled to a refund.
4. There will be no refunds for non-attendance on the course.
5. Reflexmaster will accept name changes for attendees who are suitably qualified to attend; please inform us at least 10 working days prior to the event on 07989 768774 or email: carol@reflexmaster.co.uk

Cancellation by Reflexmaster

1. In the case of a course cancellation by Reflexmaster, delegates will either be offered an alternative date, a credit note or a full refund.
2. Reflexmaster shall assume no liability for events beyond its control.