

Booking Policy and Information

Booking your Place

Fill in your booking form and send it by post, along with your cheque. Information on course fees and deposit required to hold your place is included with all the course details. In some instances, full payment is due upon enrolment.

Course Fees and Attendance

Deposits are not refundable and not transferable. The balance of the fee is due two weeks before the course begins, or payable in cash on the first day. If you cancel within one week of the course date, fees are not refundable, therefore, may we suggest that you take out your own insurance in case you need to cancel through unforeseen circumstances. If you cancel or choose to leave once the class has begun, the full fee paid by you is not refundable.

If we are forced to change the date and or location of the workshop, we will do our best to give you as much advance notice as possible. If you are not able to attend under the new arrangements we will refund your payment in full.

All minors under 18 years that are eligible to attend must be accompanied by a responsible adult at all times during the course.

Unfortunately, we will not be able to discuss financial arrangements on the day of the workshop so please contact us well in advance if you have any questions concerning payment.

Contraindications

As a precaution, anyone who is, or may be, less than three months pregnant, suffers from a serious mental illness (e.g. schizophrenic, psychotic, dis-associative, bi-polar or depressive disorder), or who is under the influence of consciousness-altering drugs, will not be invited to join the workshops or courses.

Meals

Light refreshments, including herbal tea, fruit juices and biscuits, will be provided during breaks. Lunch is not provided unless otherwise stated in the course literature. Only bottled water is allowed into the classroom.

Location and Travel

Classes are held in the location stated with the course or workshop information. The full address and instructions on how to find the location are included in the booking confirmation letter, which will be sent to you by post or email. If you have any questions about travelling to the location, please call to discuss them prior to the course dates.

Please make a note of directions and parking facilities for each course.

General

All workshops take place in a non-smoking environment and we ask that you do not smoke on the premises. We ask you to keep all mobile phones and pagers switched off during classes.

Please do not wear strong perfumes or after-shaves, or use any other scented products in the classroom.

Accommodation

Should you be travelling from far enough away to require overnight accommodation, please let us know in advance and we will discuss a number of possible places with you.

Personal Information

We hold this on file only for purposes of contact you about our work and up-coming projects that may interest you. We will never give your personal details to a third party.

If you have any questions regarding the course, please call or email between 9.00am and 8.00pm Monday to Friday. If you get the answer-phone please leave a message and we will call you back as soon as possible. We are not available on the day before or after a course.