

# Commitment Form

Short courses



2004

Please tick the relevant boxes below.

Yes, please sign me up to the following workshop (please check programme dates carefully):

Workshop title: \_\_\_\_\_

Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

Please complete all relevant fields below using BLOCK CAPITALS:

**Full Name:** \_\_\_\_\_

**Organisation Name:** \_\_\_\_\_

**Tel.** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Job Title** \_\_\_\_\_

I understand that the course fee must be paid in full at least 4 weeks before the course in order to secure my place. I accept that fees cannot be refunded. Only in exceptional circumstances will Ei World transfer my booking to another programme. In this case, there will be a £200 admin charge for the postponement of a confirmed booking.

I accept also that Ei World may cancel the course and offer another course date which is satisfactory or reimburse me in full. I understand and accept what Ei World ask of participants.

My course fee has been transferred to Ei World at Nat West Bank, Manchester City Centre Branch, Acct No. 40861058, Sort Code 01-10-01.

I have arranged to post a cheque to you made payable to 'Ei World'. Please ensure that you add VAT.

I wish to pay by credit card  
Please add 4% to your total fees.

Signed: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit Card number: \_\_\_\_\_

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

3 digit security number (last 3 digits on back of signature) \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

\_\_\_\_\_

Please send your completed form by fax on: **+44-1525-840-092**. Please keep a copy for your records.

### Our promise to participants

In return for your investment, Ei World is committed to providing all of the following:

- A personal notebook of supporting materials.
- Refreshments each day and lunch of 'international cuisine' (any special dietary needs can be catered for, with advance notice).
- A confidential, safe learning environment in which you can share your personal experiences.
- High quality facilitation of your event in line with best practice (focused learning with high quality listening skills and approachability of the Facilitator).
- Respect and inclusion at all times.
- Comprehensive joining instructions on receipt of your booking form.

### What we ask of participants

So that we can gain the most from our work together, we ask for your commitment to:

- Be there for the programme from start to finish each day at the agreed times.
- Protect confidentiality of other participants.
- Choose to be there.
- Not be under the influence of drugs, alcohol or any other harmful substance which could prevent you fully 'being' on the programme.
- Respect the experience, financial investment and hard work which has gone into the design and delivery of the course by not referring to or publicising the specific tools, models and examples used during the course to anyone who has not been on the course as they are the copyright of Ei World.

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