

**Training Booking/Referral Form**

Before completing this form please read our Terms and Conditions provided at the end of this document. If you are in agreement with the terms and conditions, please complete the below booking form as fully and accurately as possible.

I confirm that I have understood and agree to Manchester Mind’s Terms and Conditions (please delete/cross out): YES/NO

|  |  |
| --- | --- |
| **Course name** | Mindfulness for Stress 8 week course  Starts: Tuesday 15th May 2018. Ends: Tuesday 24th July 2018. No course on 29th May, 5th June or 26th June.  All sessions 4:30 – 6:30pm.  St. Wilfrid's Enterprise Centre, off Royce Road, Hulme, Manchester, M15 5BJ |

**Please indicate your fee & preferred method of payment:**

**Course fee:**

|  |  |  |
| --- | --- | --- |
| **Standard fee:** £225 per person including all materials |  | |
| **Concessionary rate\*:** £180 \*Low income (of £15,000 per year or less) Or, in receipt of any of the following:  Income Support, Jobseeker’s Allowance, Employment and Support Allowance, or Pension Credit, Universal Credit, and (if you work) earn no more than £935 per month |  | |
| **Free place(s):** may be available for people who qualify for the above concessionary rate, and if any places are still available starting from 2 working days before the course start date, at which point people will be contacted from a waiting list on a first-come first-serve basis to confirm a place. |  | |
| **Please indicate how you wish to pay:** | | |
| Cheque payable to ‘Manchester Mind’ | |  |
| By Internet Banking. Our account details are: Sort Code: 089000 Account Number: 65436127 Bank: The Co-operative. Please enter your surname & ‘Mindfulness’ in the reference box. | |  |

Please pay your fee in full no less than two weeks before the course start date

**Mindfulness practice:**

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| One of the aims of this course is to support you to establish a regular mindfulness practice. As such we ask all participants to start the course with a commitment to practising at home. Are you happy with this? |  |

**Your details:** Please let us know how you found out about this course

|  |  |
| --- | --- |
| **Where did you hear about this training?** | Email / social media / online / word of mouth / other (please specify) |
| **Details e.g. where saw advert?** |  |

**Participant details:**

|  |  |
| --- | --- |
| **Full name** | **Date** |
| **Telephone number** | **Address** |
| **Email** |
| **Date of Birth** | **Postcode** |
| **What do you hope to gain from this training?** |  |

**Your physical health**

|  |  |
| --- | --- |
| **Do you have any current medical conditions?** |  |
| Do you have any physical illness or other limitation that may make hearing, sitting, standing, walking or doing simple exercises difficult for you? | (If yes, please detail) |
| If you have significant physical health problems, please tell your GP that you are undertaking the course. | |

**Emergency contact**

|  |  |
| --- | --- |
| **Emergency contact name** |  |
| **Relationship to you** |  |
| **Daytime telephone number** |  |
| **Evening telephone number** |  |

**Your mental health**

|  |  |
| --- | --- |
| Have you had any mental health issues or concerns within the last few years, such as anxiety or depression? |  |
| Have you experienced any traumatic events during the past year, such as a close bereavement or relationship breakdown? |  |
| How would you describe your current mental wellbeing? |  |
| If you are currently receiving counselling, psychotherapy or any mental health treatment please tell your health professional or therapist that you are undertaking this course. | |

**Assistance**

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| Do you have any special requirements e.g. needing large text and are there any practical ways in which we can assist? |  |

**Data protection**

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| --- | --- |
| All information provided on this form will be treated confidentially within Manchester Mind. We will not discuss the information you provide with anyone outside Manchester Mind without your permission.  All information is used for assessment of training suitability only and is not passed on, shared or disclosed to any third party. Occasionally it is necessary for the course leader to contact you in advance of course commencement to discuss any information you may have provided.  By submitting this form you agree to Manchester Mind storing your information on our secure system and sharing it with the necessary team members to both administer and deliver the required training. | |
| We never share your information however we occasionally send news updates and information to about our forthcoming courses and events. If you would rather not receive this information, please state so here. |  |

Please email your completed form to [training@manchestermind.org](mailto:training@manchestermind.org) or print and return by post to: Mindfulness for Stress Course, Manchester Mind, Zion Community Centre, 339 Stretford Rd, Hulme, Manchester, M15 4ZY.

**Terms and Conditions**

**Bookings**

Bookings can be made either on a hard copy or electronic application form which should be completed and returned to us by post or email. Your place will not be confirmed until your deposit has been received.

**Course fees**

A deposit of £50 is required with the form to secure a place, with the balance payable by 2 weeks before the course start. If you have not confirmed your place by making full payment at least 2 weeks before the course commences your place may be reallocated. If there are less than 2 weeks before the course start date at the time of booking the full fee will be payable immediately. We are unable to accept any participants onto a course where full payment has not been made.

**Cancellations**

When your place has been confirmed you may cancel your booking up to 2 weeks before the course start date and you will be refunded all fees except for the deposit of £50. If you cancel less than 2 weeks before the course start you will be refunded half the total course fees. If you decide to withdraw from the course once it has commenced, a partial refund will only be given at our discretion.

In the unlikely event that, due to unforeseen circumstances, a course has to be cancelled we will refund all fees in full. Our liability is limited to refunding only our event fees.

**Policies and Liability**

We take the confidentiality of those who come on our courses and those who work for us in either a professional or voluntary capacity very seriously.

Some of the activities undertaken in mindfulness courses are movement- or floor-based; we also have a range of equipment in use and it is sometimes necessary to move light furniture (e.g. chairs) around. Additionally some of our course participants may have limited mobility. It is therefore important to be fully aware of Health and Safety issues and our Health and Safety Policy is available on request.

We have a general risk assessment which is applicable to all events and additionally carry out individual risk assessments for each venue to ensure maximum safety for all participants and colleagues. However it is always the responsibility of each participant to make the decision about whether to take part in a specific activity. If there is doubt the decision should always be to exercise caution and we recommend that you consult a GP or other health professional if you are unsure whether any activity is safe for you to do.

Manchester Mind has relevant Public Liability insurance and course leaders also have appropriate Professional Indemnity cover.