# Booking Form

## Programme Title
- ACT to Thrive in Work and Life
- Unlocking Workplace Wellbeing
- Understanding Emotional Intelligence
- Personal Resilience

<table>
<thead>
<tr>
<th>Programme Start Date</th>
<th>(DD/MM/YYYY)</th>
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## Company Details
- **Company Name**
- **Contact Name**
- **Position of Contact**
- **Company Address**
- **Town**
- **Postcode**
- **Phone**
- **Email**

## Fees
Please refer to the programme or course outline for details of fees or call 028 9079 9241

## Enter the names, emails and fees for each delegate

<table>
<thead>
<tr>
<th>Delegate Name</th>
<th>Email Address</th>
<th>Course Fee</th>
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**PLEASE NOTE:** Joining Instructions will be sent to email addresses supplied

## Please enter PO Number and Invoicing Details
- **Purchase Order Number**
- **Invoice Contact Name**
- **Address (If different from above)**
- **Postcode**

## How did you hear about this programme?
- Mind Change email
- Friend / colleague
- HR Department
- Internet search
- Facebook / Twitter
- If Other, please state:

I have read and agree to the **Terms & Conditions** below:  

**TERMS AND CONDITIONS**

**Payments & Cancellations:** Payment must be received in advance of start dates. Cancellations must be made more than 14 working days prior to the course date. In the event of cancellations made after the 14 day period and up to 7 days before the course date, a cancellation charge of 40% of the full course fee will be payable. Cancellations made between 2-7 days of the course date will incur a 75% charge. Cancellations made within a 48 hour period of the course start time will incur the full course charge. **mind change** reserves the right to postpone or cancel training course dates at any time.

**General:** Refreshments are provided for all courses and a light lunch is included for full day programmes. **mind change** reserves the right to change dates and venues.

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