



# Spirit Release Foundation

## Introductory Course

### Booking, Terms and Conditions

[www.spiritrelease.com](http://www.spiritrelease.com)

## Booking Procedure

- First of all please read these Introductory Course Booking, Terms and Conditions.
- Download then submit a completed Application Form, one for each person wishing to attend, to the Course Organiser at the address on the form and listed below.
- Pay the fee, as indicated below.
- The Course Organiser will acknowledge receipt of the application form, fees or deposit paid, and indicate whether places are still available on the chosen course. The Course Organiser may raise with you any queries arising from the application.
- Receipt and acceptance of an application indicates interest but does not confirm your place on the course. The full fee must be paid before your place can finally be confirmed.
- A place on the course may not be transferred to a third party.
- Final confirmation, joining instructions and other course communications will be sent to the e-mail or postal address on the application form. Any queries you have should be raised with the Course Organiser.

## Fees

- The early bird fee is £200.00. This must be paid at least two months prior to commencement of the course; otherwise the full fee will apply.
- The full fee of £210.00 must be paid no later than 6 weeks before the commencement of the course, or immediately on submission of application if within 6 weeks of the commencement date.
- Alternatively a deposit of £60.00 may be paid to secure a place, with the balance of £150.00 being paid no later than 6 weeks before the commencement date of the course. (No discount available in this case.)

## Payment of Fees

Fees must be paid in Sterling.

Cheques, made payable to the Spirit Release Foundation, should be sent to the Course Organiser, Spirit Release Foundation, 38 Bournemouth Road, Poole, Dorset, BH14 0ES

Alternatively fees may be paid directly into our account at LloydsTSB, quoting your name. Account details are as follows:

Account Name: Spirit Release Foundation

Sort code: 30-91-53

Account no: 02861497

BIC: LOYDGB21141

IBAN: GB54 LOYD 3091 5302 8614 97

Please remember to tell us that you have made a transfer.

## Number of Participants

Course numbers are limited. Courses will only run when a minimum number of participants have had their places confirmed. Final confirmation of this will be given as soon as possible and not less than one month before the commencement date.

Courses are also subject to a maximum number of participants, after which an applicant will be advised that there is a waiting list.

The minimum and maximum numbers are influenced by the choice of venue and every effort will be made to ensure that all applicants wishing to attend a particular course can do so.

## Cancellation by Applicant

If an applicant has to cancel attendance on the requested course then the Course Organiser should be given notice of this in writing or by email as soon as possible. Such notice shall be deemed to have been given on the date it is received by the Course Organiser.

Where notice of cancellation is received more than 6 weeks prior to the commencement date of the course then a full refund of any fees paid will be made.

Where notice of cancellation is received between 6 weeks and one month of the commencement date an administration fee of £60.00 shall be deducted from the fees received before refunding the balance paid, or transferring the balance paid towards payment for the new course.

Where notice of cancellation is received less than one month of the commencement date, or where the applicant fails to attend the course, no refund or transfer of fees shall be given other than in circumstances considered exceptional by the Course Organiser.

An applicant may not transfer a place offered on a course to another person.

## Postponement by Applicant

If an applicant wishes to postpone attendance on the requested course to a later course then the Course Organiser should be given notice of this in writing or by email as soon as possible. Such notice shall be deemed to have been given on the date it is received by the Course Organiser.

Where notice of postponement is received more than 6 weeks prior to the commencement date of the course then any fees paid shall be carried over, to be applied to the new course.

Where notice of postponement is received between 6 weeks and one month of the commencement date an administration fee of £60.00 shall be deducted from the fees received before refunding the balance paid, or transferring the balance paid towards payment for the new course.

Where notice of postponement is received less than one month of the commencement date, or where the applicant fails to attend the course, no refund or transfer of fees shall be given other than in circumstances considered exceptional by the Course Organiser.

An applicant may not transfer a place offered on a course to another person.

## **Cancellation or Re-arrangement by the Course Organiser**

The Spirit Release Foundation reserves the right to vary arrangements for the delivery of programmes, such as venue, timings etc., and in such cases the Course Organiser will make reasonable efforts to inform applicants in advance.

If a course is cancelled or re-arranged then the Course Organiser will make every reasonable effort to give applicants as much notice as possible.

If cancellation is because there are too few participants then at least one month's notice will be given.

Neither the Spirit Release Foundation nor the Course Organiser will accept liability for any costs or losses incurred by applicants that are claimed to have arisen through course cancellation or re-arrangement, other than as mentioned below in respect of fees paid.

The Spirit Release Foundation's maximum liability will be limited to a refund of the fees paid by the applicant.

If the course is cancelled applicants may elect to receive a refund of fees paid, or to attend a later course. In the latter case the fees will be transferred to the new course and these terms and conditions will then be interpreted in relation to the commencement date of the new course.

If re-arrangement of the course will prevent an applicant attending the whole or substantial part of the course then the applicant should advise.

## **On the Course**

Applicants should be aware that attendance on the Introductory Foundation Course does not confer on them any qualification in spirit release.

The course is not providing therapy and applicants are accepted on the understanding that they remain personally responsible for their own health and wellbeing during and after the course.

Participants are expected to conduct themselves in an appropriate manner at all times throughout the course, maintaining confidentiality around personal experiences shared. Tutors reserve the right to insist that participants considered in breach of this condition leave the course immediately, in which case any such participant will forfeit the fees paid.

## **Terms and Conditions**

The Spirit Release Foundation reserves the right to vary these Terms and Conditions from time to time and the current version will be that published on its website.

This version is effective from 1 January 2012.