



CAOS Conflict Management

80a, Southwold Road
Clapton, London E5 9PS

www.CAOS-Conflict-Management.co.uk

caos@CAOS-Conflict-Management.co.uk

Online Conflict Coaching Training Booking Form

Please fill in the details below and send a scan of your booking through to caos@caos-conflict-management.co.uk (Please ensure you keep a copy of your scan).

We will respond to you to say whether there are places remaining on the course you are booking and give you payment information for proceeding, or notify you of other course dates if the course you are interested in is fully booked.

Once notified that a place is available, full payment via bank transfer must be made within 3 days to confirm the place. **Unfortunately, we do not accept payment by instalments.** It may be possible to make payment via PayPal if bank transfer is difficult, however this may sometimes mean you incur transaction charges. Please let us know when sending this form if you prefer to use PayPal.

Please note: the present fee for the course is available on [the webpage about the course](#).

My employer is paying for me: If your employer is paying for you to attend, please send a clear indication of who to invoice and their correct address and ensure that they can confirm that payment will be received into the CAOS account at least 10 days in advance of the course starting. **If payment from your employer is not received at least 10 working days in advance of the course starting your place will be cancelled and offered to another applicant from the waiting list.**

Your Details: Name (required):

Address-work/personal - (optional):

Email address (required):

Telephone (optional):

GDPR – Your email address will be used for correspondence in relation to this course. We may also add it to the following lists unless you request otherwise – please delete as appropriate below:

- **CAOS Practitioners Newsletter** **YES/NO**
- **CAOS Training Course Interest list:** **YES/NO**

Continues overleaf...



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Invoice address and name of recipient/department: (This is only required if your employer is paying for you – see notes above regarding payment timescales etc.)

Name:

Address:

Cancellation policy:

If attendance is paid for but you have to withdraw for some reason you can postpone your attendance to a later course subject to availability of a place or use the fee as a reduction from the cost of the full 5-day course.

If you wish to have a refund our policy is as follows:

- Cancellation at any time after payment: 80% will be refunded unless.....
- Cancellation within 21 days of course commencement: 50% will be refunded
- Cancellation within 10 days of course commencement: 25% will be refunded
- Cancellation within 3 days of course commencement: No refund will be made

Declaration: I understand that some programme sessions and Review Forums may be recorded and the recordings may be used for sending to participants who were not able to attend a particular session.

Please send me payment details for booking my place or details of future courses if places are full on the present course I am applying for.

Signature:

Date:

Please scan both sides of this Booking Form and send it to us as a pdf or other format at:
caos@caos-conflict-management.co.uk

If you do not have a scanner a jpg image file may be acceptable, subject to your details being clear enough to read.

Please remember to keep a copy of your scan.