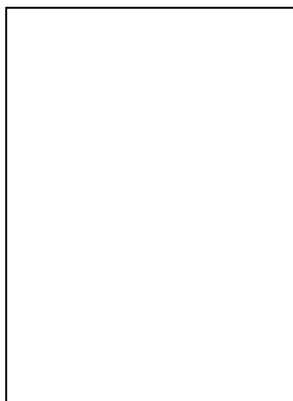


**Karuna Institute**

**Application Form**

**Two Year Diploma in Mindfulness based Therapeutic Counselling,  
starting 26<sup>th</sup> January 2012**

**Date of this Application:**.....



**Name:** .....  
*(This has to be your legal name as this will appear on the Diploma Certificate from Karuna).*

**Address:**.....  
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.....

..... **Post code:** .....

**Home tel:** .....

**Work tel:** .....

**Mobile:** .....

**Fax no.** .....

**Email:**.....

*Please circle the best way to contact you quickly*

**Photo (please attach a passport photograph in the above area)**

Age: ..... Date of Birth: ..... Gender: M / F

Do you have children? Y/N

**Previous Counselling and related Training**

Please give dates, name and place of the training institution, and title of any qualifications gained

*Please attach paper copies of any counselling qualifications and credits earned*

*Please list any specific experience/training related to counselling*

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**Current work/life situation**

Please describe (a) your current work/life context, and also (b) how you intend to make use of the course

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**Education and Work History**

Please give details of your education and work. *(You can if you prefer make a brief summary here, and include your curriculum vitae).*

**Education**

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**Work**

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**Mindfulness Practice**

Please give information about any existing contemplative, meditation, mindfulness or spiritual practice that you engage in

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**Counselling and/or Psychotherapy**

Are you currently attending counselling or psychotherapy Yes/No

Please give information about any previous counselling or psychotherapy you have engaged in (model of counselling or psychotherapy, and approx dates)

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Do you know who you would see as a registered counsellor or psychotherapist to arrange your counselling or psychotherapy sessions while on the course, or where you would find someone suitable for you?

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**Psychiatric and Medical History**

Please give details of any psychiatric or medical conditions, past and present

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**Disabilities/Learning Difficulties:** Please give details of any physical disabilities, and any specific learning difficulty (such as dyslexia), or if you have any difficulties with English

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**Criminal Convictions:** Please give details of any criminal convictions you have :

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.....

**Sex Offenders' Register:** Are you on any List or Register of Sex Offenders? If so, please give details:

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**Agency counselling placement work**

If accepted on to the training, please describe how and where you would be able to establish your agency counselling work, if known, or your thoughts about this:

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What arrangements will you be able to put in place for supervision of your counselling practice?

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**Code of Ethics**

Are you aware of, and have you read the BACP Code of Ethics for Counsellors?.  
Yes/No

**We ask you to inform us if you know, or are connected to, any other applicants or the tutors**

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**References**

Please enclose two references, one of which is from someone who knows you well (but not a partner or relative), and if possible one who knows you in a work or related capacity. Please also list the names and contact details of your referees below:

**Referee A**

Name

.....

Relationship to Applicant: (colleague, etc.).....

Address.....

.....Postcode:.....

Telephone No:.....Email:.....

**Referee B**

Name

.....

Relationship to Applicant: (colleague, etc.).....

Address.....

.....Postcode:.....

Telephone No:.....Email:.....

**Please provide the following information, typewritten on a separate sheet. These questions are *optional*, but will help the tutors in the process of getting to know you. Please write as much or as little as you wish, and long essays are not expected! .**

### **Intention**

Please state why you wish to attend the Karuna Therapeutic Counselling Course and why at this particular time. How will this fit into your personal and professional life? What do you hope to gain from the course?

1. What are some of the things you been doing in your life for the past few years, and how do you feel about this?
2. How do you maintain your well-being? What are your personal challenges in this area?
3. What are some of your learning goals?
4. What will you contribute to the course community?
5. If you are accepted onto the Diploma Course what do you feel would be the most challenging aspect of the training?
6. Are there areas in which you would appreciate support?
7. How will you make the time to complete the course requirements?
8. Please include anything else you would like us to know about you.
9. How will you use this course professionally? If you successfully complete this Level 4 qualification with CPCAB, will you be interested in progressing to a Level 5 training?

**Please return your completed application form to one of the tutors or to:**

Jacqui Aplin, Administrator, Karuna Institute, Natsworthy Manor,  
Widecombe-in-the-Moor, Devon, TQ13 7TR

**All personal information is held with respect and in confidentiality by the course staff team and administrators at the Karuna Institute. Tutors follow the ethical frameworks of UKCP.**

**I understand the fee for the course is £1750 per year..... Deposit £400.00**

An instalment plan is available and information on this can be obtained from Michelle Davey, Finance Officer at the Karuna Institute or from the tutors. A summary of fees for Year 1 is described below:

<u>Year 1 Course Fee</u>	=	£1750.00
Application Fee		50.00 CR
Deposit		400.00 CR
Remaining Balance		1300.00
<u>Instalment Plan:</u>		
5% admin fee		65.00
Total to Pay		£1365.00

10 instalments at £136.50 = £1365.00

**If you are offered a place following interview, you are asked to pay the deposit to confirm and book your place.** Places are limited to 16 students.

I have read and understand that the Karuna Institute booking conditions printed overleaf apply. I accept that a place can only be confirmed when the non-refundable deposit has been paid. I understand that if I withdraw from the Core Process Counselling Course after accepting the offer of a place, the full fees will become due to Karuna Institute

I include the Interview Fee of £50.00

(This is non-refundable if you do not attend the course for any reason, but is deductible from the Year one course fee)

A tutor will be in contact with you to arrange a personal interview.

Signed.....

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Date.....

**Please indicate how you found out about this course?**

Web search engine..... BACP Therapy Today.....

Link on another website..... Recommendation from.....

Karuna Institute website..... An advertisement – please state where

.....

Other .....

As this is a new course we would appreciate your suggestions of people or organisations to whom we could send information about this course, or other courses on our programme

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**Karuna Institute  
Booking Conditions for**

**Two Year Diploma in Mindfulness based Therapeutic Counselling**

1. Bookings for the course should be made in writing using the booking form available.
2. Places are only booked following receipt of the required deposit paid, as published.
3. All deposit fees are non-refundable in all circumstances.
4. If the course is cancelled by the Karuna Institute for whatever reason our liability shall be limited to the refund of deposits to those booked on to the course or seminar concerned and no liability shall be held to any other party or for any other costs incurred by the student.
5. All cancellations must be in writing.
6. In confirming acceptance of the place offered on the Mindfulness based Therapeutic Counselling Diploma Course, the student is thereby undertaking responsibility for the payment of the course fees in full and for making payments on the specified due date(s).
7. In the event of cancellation of a place after an acknowledgement has been sent to the student, fees become due as follows:  

Within 2 months (8 weeks) of course start date: full fees  
Within 2-3 months (12 weeks) of course start date:  
50% of fees due  
Beyond 3 months: no further payment is due.
8. All payments to Karuna Institute for fees and all refunds to be made in £ sterling.
9. Karuna Institute reserves the right to alter dates, staffing or venues due to unforeseen or exceptional circumstances and there will be no liability to any party for costs.

**Data protection:**

Please note that if you are accepted onto a Karuna Institute Course, your contact details will be distributed on a participant list prior to the start date, but only to students and Training Staff. We NEVER release details of our students to outside organisations or individuals without their permission to do so.

If you do **not** wish your details to be circulated to the other participants of your course, please tick here

**Course Dates for Diploma in Therapeutic Counselling Year One are published here for your convenience**

**Jan 2012-Dec 2012**

**Sessions on Thursdays 10-4.30**

**January 2012**

1. 26 January 2012
2. 2 February
3. 9 February
4. 16 February  
23rd February Half Term
5. 1 March
6. 8 March
7. 15 March
8. 22 March assignment due
9. 29 March

Residential weekend: 16-18<sup>th</sup> March 2011 (Friday 2,30pm-Sunday 12.00 noon)

**Easter Holiday 5, 12, 19 April**

10. 26 April
11. 3 May
12. 10 May
13. 17 May
14. 24 May  
31 May Half Term
15. 7 June
16. 14 June
17. 21 June
18. 28 June assignment due
19. 5 July

**Summer Holiday until 12 September**

20. 13 September
21. 20 September
22. 27 September
23. 4 October
24. 11 October
25. 18 October  
25<sup>th</sup> October & 1 November Half Term
26. 8 November
27. 15 November
28. 22 November
29. 29<sup>th</sup> November
30. 6 December assignment due
31. 13 December