

**KARUNA INSTITUTE**  
**Application for William Emerson Workshop**

**Name :** .....

**Address :** .....

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..... **Post Code :** .....

**Telephone Number(s) : (home):** .....

**(work):** ..... **(mobile) :** .....

**E-mail:** .....

**Fax Number :** .....

**Occupation :** .....

**Age :** ..... **Date of Birth:** ..... **Gender :** M / F (*please circle*)

**Professional Qualifications** (e.g. Association, registration etc.) :

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**Please detail previous training experience :**

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**I am registered with CSTA/UKCP etc**

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**Description of Professional Practice:** (nature of practice, clients per week, years in practice) .....

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**Previous Training/seminar experience – training organization/course and length of training; hours of tuition**

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**Family/Relationships:** (single/married/partnered, children)

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**Mental Health:** Please give details of any past or present mental health conditions you have had, and particularly ones involving psychiatric support :

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**Disabilities/Learning Difficulties:** Please give details of any physical disabilities, or specific learning difficulty (such as dyslexia):

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**Please detail past and current psychotherapy support:**

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**Please detail your current general support systems:**

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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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**Please return your application to Jacqui Aplin, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot, Devon, TQ13 7TR, enclosing a cheque for £385 (sterling) payable to Karuna Teachings Limited in respect of the non-refundable deposit.**

I wish to enrol on the William Emerson Workshop.

I understand the total fee is £785  
Non-refundable Deposit of £385  
The balance of course costs is payable one month prior to course commencement)

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 course after accepting the offer of a place, the full fees will become due to Karuna Institute.

Signed ..... Dated .....

**How did you hear about the Karuna Institute?**

Please tick as applicable:

- Web search engine (please specify) .....
- Link on another website (please specify) .....
- Recommendation
- From Karuna email
- Press article (please specify) .....
- TV programme (please specify) .....
- Advertisement in:
  - Breathing Space
  - BACP Therapy Today
  - BACP Training journal
  - Fulcrum
  - Other (please specify) .....

## KARUNA INSTITUTE

### Booking Conditions for Training Courses and Seminars

1. Bookings for courses or seminars should be made in writing using the booking form available.
2. Places are only booked following receipt of the required deposit paid in £(sterling) and/or the administration fee as published.
3. All deposits and administration 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 any course or seminar 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 reserve 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 may also distribute your contact details to other Karuna students and staff. We NEVER release details of our students to outside organisations or individuals without their permission to do so.