



Sweet Track Counselling Centre

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Please attached
a photo of
yourself here.

Sweet Track Course Application Form

Please Write Clearly. All your information will be held in confidence.

Name of Course:

Start Date:

Full Name:

Address:

Home Telephone:

Mobile:

Email:

Date of Birth:

How did you hear about the course?

Leaflet (Where?)

Advert (where?)

Website

Other (please give details)

Current Occupation:

(For more details please attach another sheet of paper)

Why do you wish to participate in this training? What are your expectations?

What previous experience, if any, have you had in this area? Is there any other relevant life experience or training you would like to tell us about?

Relevant Previous Qualifications

For the Diploma course it is essential that you have completed the Level 2 & level 3 or their equivalent. What are your counselling qualifications and if these are not with CPCAB can you include the Guided Learning hours and course content.

We require two references for the Diploma Level 4 & level 5 courses. We require one reference for the Certificate in Counselling Skills level 2 and the certificate in Counselling Studies Level 3 courses. No reference is required for the other trainings.

Reference 1. Name & address or email contact- from a friend/ colleague that has known you for a minimum of 3 years.

Reference 2. Name & address and email contact- from a tutor or employer

Because the nature of the training is transformative and energetic it is important for us to know of certain mental & physical conditions. Your answers help us ensure your safe participation. All information is held in confidence.

- 1 **Do you have, or have you had, any medical problems of an acute or chronic nature? YES/NO***
- 2 **Have you ever had any mental health problems diagnosed or treated? YES/NO***
- 3 **Do you have any physical needs that it would be useful for your tutor to know about? YES/NO***
- 4 **Are you taking any drugs, prescribed or otherwise? YES/NO***

If you have answered YES to any of the questions above, please write details below or on a separate piece of paper.

TERMS AND CONDITIONS: Please read carefully before signing to confirm you have read, understood and agree to abide by these terms and conditions.

We advise students to take out independent cancellation insurance to protect against loss in the event of illness, injury, or other difficulties preventing completion of a course. Cancellation Insurance is available from CancelSure, tel: 01793 770087. This covers your deposit in the event of you needing to cancel. In the event of Sweet Track cancelling the course, your deposit is refunded. Please note; other companies may offer similar services. This is your choice.

- 1) To receive your qualification students must attend every day of the course, by prior arrangement, it may be possible to miss a day at the discretion of the tutors, 80% must be completed.
- 2) If training dates have been missed, or coursework not completed, you may be asked to repeat relevant parts of the course.
- 3) Your place is secured on acceptance of a completed application form, and receipt of a non-refundable deposit.
- 4) Course fees are to be paid in full prior to the course start, or in instalments. Should you decide to leave this course no fee will be refunded. Instalments must continue until full course fees have been paid.
- 5) You are responsible for your own well-being, and must inform the teacher of any matters affecting your health for the duration of the course.
- 6) The course tutor reserves the right to ask a student to leave the course.
- 7) Students shall respect the other participants, irrespective of race, colour, creed, gender or sexuality, and will endeavour to respect any values that maybe different from their own.
- 8) Confidentiality provides privacy and safety within the group. Students must work within the guideline that all personal information about group members is confidential.
- 9) Should difficulties arise with another group member, students must call upon the tutor for mediation and resolution.

DISCLAIMER Sweet Track Counselling enforces safety methods that are seen to be correct according to current understanding of your course subject. Sweet Track Counselling , or any tutor, are not, and will not, be held liable for any assumed damage that is deemed to occur at any time. Students must accept that all knowledge is given in good faith.

I confirm that I have read, understood and agree to Sweet Track course booking terms, conditions and disclaimer. I confirm that the above information I have given is true and correct. I hereby state that I, or any persons acting on my behalf, will not hold or claim against Sweet Track, or any of its tutors or estates for any damages assumed, or otherwise, for any conditions, be it emotional, mental, spiritual, physical or financial, relating to my training.

Signature:

Date: