Please complete all required fields marked with a **\*** and ensure that you send back all pages of the registration form.

***COURSE DETAILS***

Which course would you like to book for?

|  |  |  |
| --- | --- | --- |
| COACHING THE BODY: Building our client’s capacity to respond to change | ***23 April 2016***  |  |

**Location:** Chateau de Bossey, Bogis-Bossey

**Time:** 9h30 – 18h00 (Coffee from 8h30, Registration from 9h00)

***APPLICANT DETAILS***

|  |  |  |
| --- | --- | --- |
| **\***Surname |  | **\***First Name/s |
|  |  |  |
| Preferred Name |  | **\***E-mail address (for all correspondence) |
|  |  |  |
| **\***Mobile Phone Number *(incl. country code)* |  | **\*** Postal Address (incl. postal code) |
|  |  | [ ] Work [ ] Home |
| Do you have any special dietary requirements? |  | Do you have any disabilities of which we need to be aware?  |
|  |  |  |
| **\***Which Centre for Coaching or New Ventures West courses have you previously completed? |
|  |
| Where did you hear about this course? |
|  |

***\* FEES AND PAYMENT DETAILS***

***Workshop 23 April 2016:*** CHF 300 (includes lunch and tea/coffee)

Please provide us with invoicing details:

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |  | Finance Contact Name: |  |
| Finance Contact E-mail:  |  |
| Invoicing Address:  |  | PostalCode |  |
|  |
|  |  |
| Purchase Order No. if required: |  |  |  |

***Payment***

Payment can be made either by direct account transfer or PayPal.

Please ensure you place your reference number ***OR*** your Name and Course on the payment.

Please tick your method of payment.

|  |  |
| --- | --- |
| ☐ | **Direct account transfer** (bank transfer fees to be borne by the applicant, in particular for international bank transfers) |
| ☐ | **PayPal** – a payment request will be sent to you by email (*please note: a 4% surcharge will be added for all PayPal payments*) |

**Bank Details***:*

**Name: Centre for Coaching SUI LLC**

**Bank: CREDIT SUISSE SA**

**Branch:**Lausanne - 1000

**BIC (Bank Identifier Code):***CRESCHZZ80A*

**Account number:** 0425-1122835-71

**IBAN:** CH15 0483 5112 2835 7100 0

***Cancellation Policy:***

***Cancellations must be made in writing via email.*** Should you cancel less than 3 daysbefore the course start date you are liable to pay 50% of the full fees.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Full Name* |  |  |  |  |  |  |
| *Signed at* |  | *On the* |  | *Day of* |  | *20* |  |
|  |  |  |  |  |  |  |
| *Signature*  |  |  |  |  |  |  |

Registration form to be submitted to: info@centreforcoaching.ch