

Code of Ethics and Practice Training Booking Form

First Name: _____ Surname: _____

Address: _____

Phone: _____ Email: _____

Training Dates: 14 January 2020

Venues: Dublin; TBA

Cost: €100.00

Payment:

- A. Interbank to Erwin Mediation Services Ltd, AIB Grafton Street
BIC: AIBKIE2D IBAN: IE29 AIBK
Please put your name and training date in the details.
or
- B. Cheque crossed payable to Erwin Mediation Services Ltd – please send to Karen Erwin, Montana House, Whitechurch, Dublin 16 D16 K7N2

For the purposes of GDPR you consent to our holding information on you and informing The MII of your attendance or not at the training. Booking subject to the terms and conditions overleaf.

Signed: _____ Date: _____

Please

- A. email this form to training@erwin-mediation.ie and informing us how you are making your payment – cheque or interbank **or**
- B. Please send the completed form and cheque to Karen Erwin, Montana House, Whitechurch, Dublin 16

Terms and Conditions:

- 1 Please complete your booking form and return it to us as above.
- 2 Payment must be received in full to secure your place – first come and paid – first served.
- 3 Cancellation: If you cancel 14 days before the course you will get a full refund less an administration cost of €20.00. You will not be entitled to any refund if you cancel less than 14 days before the course. A substitute person may attend in your stead with an administration charge of €20.00.
- 4 Cancellations must be received by email by training@erwin-mediation.ie
- 5 We reserve the right to cancel the training at any time without attributing any reason. If it is cancelled you will be notified in good time and all monies paid will be refunded in full.
- 6 The fees include course materials and mid - morning break.
- 7 We reserve the right to change venues or trainers or to alter or cancel published dates without liability.
- 8 For the purposes of GDPR you consent to our holding information on you and informing The MII of your attendance / or not at the training.
- 9 Maximum trainees on the training 25 people.

If you have any queries on the above or require any further information please contact

Karen Erwin

E: karenerwin@erwin-mediation.ie

M: 0872415844