

## Laughter Medicine

with Laughter Ambassador Lotte Mikkelsen

## UnitedMind Ltd

Company Registration Number 6397996

Venue **South**: tba

Venue **North**: Alington House – 4 North Bailey – Durham – DH1 3ET

Date:  tba 2012 **South**

tba 2012 **North**

Time: 11am – 1pm

Spectrum House  
Dunstable Road  
Redbourn  
St Albans  
Herts  
AL3 7PR

**United Kingdom**

Phone +44 (0) 1727 741 050

Mobile +44 (0) 7736 341 717

Web [www.unitedmind.co.uk](http://www.unitedmind.co.uk)

Email [lotte@unitedmind.co.uk](mailto:lotte@unitedmind.co.uk)

### Course Application Form (please complete all details)

Title:	Mr/Mrs/Ms/Miss
First Name:	
Last Name:	
Street Name & Number:	
Town:	
Post Code:	
Phone / Mobile:	
Email:	
Job Title / Profession:	
Age:	
Please state any medical conditions and / or medication taken:	
Please state when, where, and with whom you did your laughter training:	

I agree to the UnitedMind Terms & Conditions, and enclose cheque of £20 in full payment for the Laughter Medicine Workshop on the dates specified above, made payable to **UnitedMind**.

Please, post cheque and form to **UnitedMind, Spectrum House, Dunstable Road, Redbourn, St.Albans, Herts AL3 7PR.**

Signature: .....

(Please print): .....

Date: .....



## **UnitedMind Terms and Conditions**

### **Payment**

Payment must be made in full no later than 7 working days prior to the course start date.

UnitedMind reserves the right to re-allocate the course place to another participant if fees are not paid in time.

### **Prices**

All prices are stated on the relevant training course page on our website. Courses will be charged at that rate at the time of booking. For further information and group booking please contact us.

UnitedMind has the right to change the cost of any course at any time, however if a course has already been booked, the client will be charged the price quoted at the time of the booking.

### **Settlement Terms**

Payment for all training or services booked and confirmed by the client must be made prior to the training course or session taking place unless otherwise agreed in writing. Payment can be made by cheque, PayPal or BACS transaction.

### **Transferring courses**

The following charges will apply if you wish to transfer your booking to a later course date:

- 25% of the fee up to 30 calendar days prior to the date booked
- 50% of the fee up to 14 calendar days prior to the date booked
- 100% of the fee up to 7 calendar days prior to the date booked

Participants can be transferred by contacting UnitedMind via telephone or email.

The transfer option only relates to participants who are transferring to a different date on the same course. The choice of course date must be specified at the time of transfer otherwise the instruction will be considered a cancellation and cancellation fees apply. The option to transfer participants can only be used once, after which any movement will be considered a cancellation.

All outstanding invoices will remain due, irrespective of the number of working days notice given for the cancellation.

### **Substitute delegates**

You can transfer a place on a course to a substitute delegate free of charge.

### **Cancelling courses**

Cancellations must be received in writing via email at [info@unitedmind.co.uk](mailto:info@unitedmind.co.uk) and must contain the full booking details including organisation name, booking and participant contact details.

Your cancellation will be confirmed in writing along with an invoice for any fees due. See relevant cancellation fees below.

### **Course dates and venues**

UnitedMind reserves the right to alter course dates and venues without liability.

In the event of a cancellation where alternative cannot be provided in respect of that course a full refund will be offered.

UnitedMind will not reimburse travel or accommodation expenses. UnitedMind are not able to offer refunds for cancellations outside our control, including adverse weather conditions, flooding or industrial action.

### **Course outlines**

In order to respond to changes in market demand UnitedMind reserves the right to alter its course content and/or tutors at any point.

### **Course notes and training**

UnitedMind's course notes and training cannot be relied upon for legal interpretation. Neither UnitedMind nor its appointed tutors or consultants can accept responsibility for the actions of participants, or those of other people reading the course notes, or responsibility for any loss incurred as a result of relying on the course content or the course notes.

## Course Terms and Conditions

### Booking

Courses may be booked by telephone, e-mail, online booking or in writing. If booked by telephone, the booking must be confirmed in writing within 7 days of the original booking. Payment details to be provided with bookings.

### Cancellation of booked courses by Customers

Should you wish to cancel training courses already booked, the following cancellation charges apply:

- 25% of the fee is non-refundable for training and workshops cancelled up to 30 calendar days prior to the date booked
- 50% of the fee is non-refundable for training and workshops cancelled up to 14 calendar days prior to the date booked
- 100% of the fee is non-refundable for training and workshops cancelled up to 7 calendar days prior to the date booked

### Discount policy

Multiple booking discount only applies to participants booked at the same time and may not be used in conjunction with any other special discount or offer which may be offered from time to time. Unless otherwise stated, any discount available on an event may not be used in conjunction with any other special discount or offer which may be offered from time to time.

### Important note

Your booking form constitutes a legally binding contract. It may be necessary for reasons beyond our control to change the content and timing of the programme, the tutors, the date or the venue. In the unlikely event of the programme being cancelled, we will automatically make a full refund but hereby disclaim any further liability. If the programme takes place but you are unable to attend, whether for reasons within or beyond your control, the above conditions in relation to transfers and cancellations will apply.

UnitedMind accepts no responsibility for loss occasioned to any person acting or refraining from action as a result of the information disclosed by UnitedMind during the event.

### Privacy policy

The personal details you give us will be used to provide you with relevant information regarding our training courses or services. All information collected via UnitedMind's site will be kept strictly confidential. A more detailed explanation about how we safeguard your personal information is described below. If you have any questions, please do not hesitate to contact us.

### Notice and disclosure

UnitedMind collects the following information regarding visitors to the web site: domain name, name, relevant personal details, information regarding which pages are accessed, information volunteered by you (such as survey information), e-mail address and site registrations.

UnitedMind will analyse the web site data to constantly improve the value of the materials available for our subscribers, where possible tailoring the material to individual requirements.

### Privacy of our e-mail lists

UnitedMind maintains several e-mail lists to keep subscribers, registered users, the press, professional institutions and other interested parties informed about new products or services.

We do not sell, rent, loan, trade or lease e-mail addresses to any companies outside UnitedMind.

### Your details

The details you provide will be held on UnitedMind's database and will be used to promote other products and services that may be of interest from UnitedMind, we will not pass your details onto any third parties without your permission.

Upon your request you will be removed from UnitedMind's database.

All bookings on our events are subject to the above terms and conditions and your acceptance of them constitutes a legally binding contract under English law. You will be deemed to have accepted the terms and conditions at the time of booking if using our website or for bookings made in any other way, unless we hear from you within seven days of our confirmation.