** Back to Earth: Sandtray Training Retreat**

 **2024 Registration Form**

 Thank you for completing this form. Please be assured that the completed form is seen only by the

 retreat facilitator and kept in strict confidence.

**Please feel free not to answer a question if it does not feel right for you.**

**Personal Details**

**Date:**

**Surname**  **First Name:**

**Residential Address:**

**State:** **Postcode:**

**Country:**

**Email Address:**

**Permission to be on Email list:** □**Yes** □**No**

**Mobile/ Home phone:**

**Emergency Contact Number:**

**Emergency Contact Person:**

**Occupation:** **Date of Birth:**

**How did you find out about this retreat?**

**What would you like to gain from participation in this retreat?**

**What gives you pleasure in your life?**

**Do you have any current medical, psychological or psychiatric conditions?**

**What are your greatest worries?**

**Any additional information you would like to convey?**

**Food Requirements**

**Any Dietary Requirements (venue can cater for vegetarian, dairy free and gluten free):** Click here to enter text.

**Please go to the end of the registration form to accept Terms and Conditions**

**Retreat Cancellations**

Please read and understand the cancellation policy before making a reservation. While no one books with the intention of cancelling their retreat, I understand that unexpected things do happen. To avoid disappointment, you may want to purchase travel insurance once you have made your reservation.

**Definitions**

**“Cancellation”** is defined as not attending your scheduled Retreat,
**“You”** refers to the guest booking a Retreat.
**“I”** refers to Jacki Short.

**Travel and Cancellation Insurance**

**In booking this retreat, you may choose to take out travel insurance.**  **Please be sure that your insurance policy covers you for TRIP CANCELLATION**. Depending on the policy and conditions, travel cancellation insurance will pay for some or all cancellation fees. With most agencies, insurance must be purchased within 14 days of making your reservation.

**Guest Cancellation Policy**

***If you cancel your retreat, I may not be in a position to offer refunds.*** I will gladly transfer your credit to another guest you nominate. Depending on when you cancel, cancellation penalties may apply.

Fees are determined by the following schedule:

Cancellations received before 20th December, 2023 incur 50% cancellation fee.

Cancellations received after 21st December, 2024 incur 100% cancellation fee.

**Exceptions to this policy cannot be made for any reason.** I do not offer credit for a guest arriving late or leaving early. If I must cancel the retreat for any reason, you will receive a refund of your payment, constituting a full settlement. I am not responsible for your expenses incurred in preparation for any cancelled retreat, such as airline tickets, loss of work, and/or other costs associated with preparing for your trip.

**PRIVACY POLICY**

I acknowledge and respect the privacy of individuals. Information is collected solely for the purposes of processing your application, booking or enquiry. It will not be shared with any third party. The provision of information is voluntary, but if not supplied, I may be unable to process your application, booking or enquiry. You have the right of access to, and alteration of, information concerning yourself in accordance with the Privacy Act.

**Please note: By typing your name below and ticking the box you agree with the given policies and your**

**printed name is taken as signature:**

**I agree ☐**

Date: Please print name:

**Please return the completed form to:** info@sydneycentreforcreativechange.com.au

**For questions please contact Jacki on 0411 209 802**