



TRANSACTIONAL
ANALYSIS CYMRU

Transactional Analysis Cymru Ltd
Director and Principal: Rosalind Sharples MSc Psychotherapy, PTSTA(P), CTA(P)
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TAC Short Course Contract

First, welcome!

Contracting is important in Transactional Analysis. This is because having agreed boundaries means we can be clear about what is going on. This allows us to be free to grow, learn and be vulnerable in a safe space. This document outlines our procedural and training contract with each other.

Your contract is with Rosalind Sharples at:

TAC – Tycanol, Brynberian, Crymych, Pembrokeshire SA413TZ

Currently this course will be held online – a zoom invite will be sent out just prior to the training. A final letter will be sent out two weeks before.

The psychotherapy training you purchase is organised and sold subject to the following conditions:

Confirmation:

To confirm this agreement, you are asked to pay the fee(s) either in full at the time of booking, with a non-refundable deposit or in agreed-upon instalments. The balance is due two weeks before the course begins.

Payment will be accepted by either:

A: Bank Transfer to TAC Account: - this can be for the full amount, or split between the deposit and the balance.

Account Name: Transactional Analysis Cymru Ltd

Sort Code: 30-98-97

Account Number: 86915568

(please send proof of payment by email and rosalind.sharples@me.com)

Your place is held once the monies have gone through or been received

Fees:

A Nonrefundable Deposit of to be paid at the time of booking. The balance of the total fee is paid two weeks before the start of the course (unless you have discussed an alternative with us.)

Please contact us should you wish to do this in instalments by direct debit. This is possible so long as the full amount is paid by two weeks before the course.

Changes or Cancellation – please read carefully:

In all cases, if you have to cancel your booking please inform us immediately either by phone or email. The deposit is not refundable.

However, if you cancel two weeks/14 days before the course, you will not have to pay the rest of the course fee. After this date the full fee is due whether or not you attend the course.

Cancellations made within 14 days of the course start date will incur the full course fee

It is unlikely we will have to make any changes such as cancellation or a change of date, however, occasionally circumstances change which are beyond our control. If such a major change becomes necessary, we will inform you as soon as reasonably possible and if the course is cancelled, or you are unable to make the new date, the deposit will be refunded to you.

Safety and Confidentiality:

Training in psychotherapy can bring up deeper issues.

For this reason, all personal material that is shared is held in confidentiality. You can share your own experience and theories outside training, but not someone else's experiences.

Though we aim to respect and account your process, due to the nature of this short course, which is training rather than therapy, we may not be able to attend to any complex issues as they arise.

If you do not wish to participate in any of the exercises, we invite you to take care of yourself and take some time for yourself.

We strongly recommend that you contact a therapist should you find that you are unable to process any personal material from the workshop.

We will be happy to help you with a referral. Please take care of yourself and ask us!

Complaints:

If you have a complaint about the provision of the training, you should make it known to me at the earliest opportunity. Please ask us and we will be happy to give you information about how to do this.

Please let us know about any complaint in writing within 30 days of end of the course and we can meet to discuss your experience. After this complaints will not be responded to.

Insurance and Liability:

We are covered by therapy and training insurance to provide therapeutic and training services in indoor and outdoor locations.

By signing the Course Booking Form (see separate document) you agree to accept all the terms and conditions of this contract, and when we accept this contract we agree to carry out our obligations to you.