**Diploma in Hypnotherapy Practitioner Level Training - Application Form**

On successful completion of this course, you will be entitled to use the title Hypnotherapist and register yourself as a Professional Member of the GHR (General Hypnotherapy Register).

Name:

Address:

Tel No: email address:

DOB:

I would like to enrol for the Hypnotherapy Practitioner Course commencing on the Saturday 25th October 2025 and have paid/enclose a non-refundable deposit of £470.00 made payable to Debbie Ison and I confirm I have set up a Standing Order with my bank for £190 a month for a twelve-month period starting 1st August 2025/ I have paid for the cost of the course in full totalling £2,750. (Delete as appropriate)

Signed

# Please make payment via the bank details below.

Return the application form to: - Debbie Ison, Toymakers Cottage, Market Rasen Road, Snarford, LN8 3SW or email debbie@tranquil-awakenings.com

The Standing Order form attached is to be completed by the applicant and sent to their bank. Alternatively, you can set up your standing order via online banking.

Standing Order

To the Manager of your Bank/Building Society

Bank/Building Society

Branch Address

Bank: Starling

Sort Code: 60-83-71

Account Number: 38017507

Account Type: Business

Beneficiary Name: Debbie Ison

Amount of payment: £190.00

Amount of payment in words: One hundred & ninety pounds

Date of 1st payment: 1st August 2025

Date of payment: 1st day of the month

Duration of payments: 12 months

Frequency: Monthly

Beneficiary

and Payment Details

Signed: Date:

Signed: Date:

Signed: Date:

Signed: Date:

**Terms and Conditions**

**Payments**

Your place on the course will be secured with a non-refundable £470 deposit. Payment to be made promptly each month. The qualification will only be awarded once full and final payment for the course has been made.

Should a student decide to leave the course prior to its completion, there will be **no** refund for any moneys already paid, and the remainder of the payments will still be required, totalling £2,750.

If a student should get into arrears for a period of more than 30 days a 10% late payment and administration charge will be added to the total of the arrears.

Regular attendance to the course is required. 130 hours in the presence of the tutor is required for completion of the course and certification to be awarded.

If an emergency should arise which means that a student is unable to attend a session, the tutor will do their upmost to find a suitable opportunity for the student to be brought up to speed with what they have missed. If however frequent sessions are missed, continued attendance on the course will need to be reviewed with the course tutor.

Please arrive for each session punctually so that learning can start at 9.30am each session. Please notify the tutor if you are delayed or unable to attend a session.

**Covid-19**

If local/national lockdown measures are put into place, dates of training may need to be amended. Where possible learning will be supplemented with live/recorded online training and additional training dates will be put into place where necessary.

**Studying**

This is a pass/fail course therefore it is important that the student commits to independent study time beyond the time with the course tutor. By participating on this course each students agrees to participate fully during the sessions and complete any assignments or work that is requested of them for satisfactory completion of the course.

**Ethical Standards and Professional Conduct**

Each student agrees to abide by high ethical standards and safe working practises. If any student is seen to be bringing the course into disrepute, their continued attendance on the course will be reviewed as appropriate. As a professional training course, it is expected that students work with one another in a professional and supportive manner.

**Mental Health and Wellbeing**

If you now, or in the past, you have suffered from any psychiatric disorders including but not limited to psychosis, schizophrenia, bipolar, severe depressions etc it is important that you contact the course tutor to discuss prior to booking onto the course. Some conditions are contraindicated. If at any time during the course, you develop any mental or physical illness it is important that you notify the course tutor immediately for your safety. This information will be kept confidential as per the GDPR policy below.

**Declaration**

I understand and consent to the conditions which have been laid out above.

Signed:…………………………………………………………………………………………………………

Name:………………………………………………………………………………………………………….

Date:……………………………………………………………….

Please Note: If these forms are not returned by an applicant when booking upon this course the assumption is made that you have read through, understand, and accept all of the terms and conditions.

**Confidentiality and Data Protection Policy**

**1) Policy**

I, Debbie Ison of Tranquil Awakenings, have a clear policy on confidentiality and data protection to protect the privacy of individuals to ensure high standards of practise at all times. Only relevant and adequate data will be collected and kept up to date to ensure that the student gets the most out of the training sessions.

**2) Data Protection and Access to records**

Data will be kept in line with the General Data Protection Regulation 2018.

The data kept will be anything relating to student records, including:

* Student details and consent forms.
* Notes made during the training for monitoring and assessment purposes
* Exams and assignments
* Information on qualifications awarded
* Correspondence related to the training e.g. e-mail exchanges

This information will be stored securely in a locked cupboard, or if electronic it will be password protected or encrypted to a suitable standard to ensure anonymity.

I am required for insurance purposes to keep all data for a period of 8 years after the student has finished working with me if the student is an adult, or for 8 years after a child has reached the age of 16 if they work with me when they are a child. Therefore, because I am required to keep this information the write to erasure or withdrawal of consent once work has commenced is not applicable within these circumstances.

Should you have any concerns about the way data is being handled then you have the right to complain to the ICO.

If you should require a copy of your student notes at any time:

* A request must be made in writing.

The information will be supplied at the earliest possible opportunity but no longer than a period of 30 days from the request being received.

Student details will not be given out to any third parties, except in exceptional circumstances as set out in section 3.

**3) Client/Student Confidentiality**

All information is treated with respect at all times, written in an accurate and factual way.

It is necessary from time to time to discuss students work and training with fellow professionals for ongoing learning and to maintain high standards and accountability. No personal identifying information will be given during such discussions such as name or names of family members, place of employment, address and contact details, physical descriptions etc.

Information is only ever passed on in cases where there is a legitimate ‘need to know’; and only relevant and necessary information is revealed. Situations when it is deemed necessary to pass on information to the relevant agencies includes, but is not limited to, as follows:

* Serious potential harm to client/student or a risk to their lives
* Others are at risk of serious harm or there poses a risk to their lives
* Safeguarding issues regarding children, young people or vulnerable adults
* It is a requirement of a court order
* It is a requirement of law
* The disclosure of the prevention, detection or prosecution of a serious crime.
* Details of students who have trained with me or monitoring of their work is required by an outside agency such as an accrediting body or insurers.

**Photography and use of social media**

From time-to-time photographs or videos may be taken during training courses or when students receive their qualifications for marketing purposes. If you have any concerns about this, please discuss with your course tutor.

**Recording of sessions**

Some training sessions are recorded and uploaded to the online learning platform for students to access at a later date and to refer back to. This is a useful learning tool, and recordings will remain on there for the duration of their relevance. Only students who have trained with Tranquil Awakenings have been granted access to this learning platform. Due to confidentiality, please do not share the contents of this platform with anyone else who is not on the course.

**Testimonials**

From time-to-time students sometimes send me testimonials for my courses. This however is not compulsory and if you wish for a testimonial to be removed from any advertising at any time then please let me know.

**Client Declaration**

I have read, understood and accept the above information regarding Confidentiality and Data Protection.

Signed:……………………………………………………………..… Date:………………………………………………

Name:…………………………………………………………………

**Future courses**

Students sometimes wish for me to keep their details for the purposes of contacting them regarding future relevant courses. This consent can be withdrawn at any time by informing me that you no longer wish to receive this information.

Please Tick if you wish to be kept informed of future training

 I wish to be kept informed of future training, courses and workshops

**Please return your forms to either:**

debbie@tranquil-awakenings.com

**Or send them to:**

Tranquil Awakenings

Toymakers Cottage, Market Rasen Road, Snarford, LN8 3SW

Kind regards

Debbie Ison (Principle of Tranquil Awakenings)