**Terms and Conditions:**

You are registering for a Certificate Course and by signing below you are agreeing to the following terms and conditions:

All workshops are held in small groups of 1 to 4 people to provide individual attention to ensure quality training on an intensive and timesaving schedule to fit into everyone’s life.

Classes are held throughout the year with a flexible delivery. Continued support is offered after training!

Mobile teaching available on request, depending on location and number of students enrolled, this may incur extra cost.

Most workshops are accredited with the IICT – the International Institute of Complementary Therapies, this means upon completion of a workshop you can apply for membership and Insurance cover. Please contact your Association/Insurance if they accept the Training.

**Registration:**

Please contact me for any queries or for confirmation of class dates. The Registration form and deposit must be received no later than 1 week before class starts to guarantee placement in class. Although course dates can be confirmed verbally, registration is essential to guarantee class placement!

**Deposit:**

A non-refundable deposit of $50 please view your invoice, is required to ensure class placement, as it is used to purchase class resources & materials and cover Admin costs. The Deposit can be transferred to another course within 12 months of payment if exceptional circumstances prevent student from commencing the class.

**Cancellations:**

Any Cancellations need to be received at least 48hrs before course commencement or full course amount is due! Any deposits or monies paid will not be refunded.

**Certificates:**

Certificates will be issued after completion of the course and once full payment of course fee has been received.

**Refunds:**

In general, there is a no Refund Policy once the course has been commenced or if you are on a payment plan. If you have special circumstances which prevent you from completing the course, please contact the Manager/Admin for a resolution and possible partial Refund however this can only be granted **before** a certificate is issued.

**Grievances:**

The Student is encouraged to contact the Course Facilitator for any problems or issues arising before or during training. All reasonable efforts will be made to resolve any grievances. And the Course Facilitator will not be held responsible for any grievances in any way if no effort to resolve such grievance has been made from the student.

**Copyright:**

The Student acknowledges the copyright for all Training Manuals and will not copy, reproduce or in any way use the Material in part or whole other than intended without written permission of the Facilitator.

**Disclaimer:**

The student enters the Training, Training Facilities and Resources used at his/her own risk and will not hold the Course Facilitator responsible for any damages or harm. The Student will disclose any Conditions medical or non-medical that could be a contra-indication or hindrance for participating in the Workshop as soon as they become aware of them.

The Course Facilitator will make every attempt to keep Facilities and Resources used in such conditions that they can be used safely and according to the WHS of the relevant industry.

Furthermore, if any contra-indications exits and Facilitator is made aware of them every effort will be made to adjust the training so that the student can continue to attend the Workshop.

COVID-19 update:

Whilst the Course Facilitator is attempting to make the Facility and general work environment and the provision of your training as safe as possible there is no guarantee that while doing my utmost best I can completely eliminate risk. Some people may be carriers of the virus without developing symptoms and as such may enter my premises just as they would enter supermarkets or any other public facilities.

It is up to every individual to adapt to and follow recommended hygiene and infectious control practices as outlined by the health.gov.au website.

**Please be assured that I am implementing best practice hygiene and infection control measures and that I keep up-to-date with new developments as they arise!**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_

**Registration Form:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby register for the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workshop** on the: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Training Manual, Certificate are provided). I am agreeing to hands on treatment as applicable for the Training during demonstration and practical applications of such. I also confirm that I have or hold the necessary Prerequisite Qualifications as required for each workshop. Refreshments are included, please bring your own lunch.

Name (for Certificate if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A deposit is due upon registration, which can be transferred to any other course within 12 months if you need to cancel. Thank you. Balance for you, Thomson