

	<p>ACADEMY OF INTEGRATED THERAPIES</p>	<p>P.O Box 2065, Chermside Centre Qld. 4032 07 3172 2669 info@aoit.com.au www.aoit.com.au</p>
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ENROLMENT FORM

<u>PERSONAL DETAILS</u>	
Title: _____	Last Name: _____
First Given Name: _____	
Date of Birth: ____ / ____ / ____	Male/Female: _____
Address: _____	
Suburb: _____	State: _____ Postcode: _____
Telephone Home: _____	Mobile: _____
e-mail Address: _____	
In which country were you born? _____	
Do you speak a language other than English at home? _____	
How well do you speak English? _____	
Are you Aboriginal or Torres Strait Islander origin? _____	
Do you consider yourself to have a disability, impairments or long-term condition? Yes ____ No ____	
If YES, then please indicate the area of disability, impairment or long-term condition. _____ _____	
Do you Require any Special Assistance If Yes,(please specify) _____ _____	
Name and contact details of a friend or family member not living with you. _____ _____	
Where did you hear about the Academy of Integrated Therapies? _____	
What is your reason for participating in this course? _____ _____	
<u>QUALIFICATIONS ACHIEVED</u>	Diploma: _____
Certificate I: _____	Advanced Diploma: _____
Certificate II: _____	Bachelor Degree or Higher: _____
Certificate III: _____	Any other certificates or qualifications not listed: _____
Certificate IV: _____	_____
Trade Certificate: _____	_____

CREDIT/RECOGNITION OF PRIOR LEARNING *(encircle)* Yes No

COURSE OPTIONS – Please tick the course that you would like to enrol in

Musculoskeletal therapy	Tick <input type="checkbox"/>	Bowen therapy	Tick <input type="checkbox"/>	Integrated course	Tick <input type="checkbox"/>
Cert IV		Not available			
Diploma		Once accredited in 2017			

PAYMENT PLAN

PLAN 1 – UPFRONT PAYMENT Tick

PLAN 2 – MONTHLY PAYMENT- Deposit plus 12 monthly payments (According to payment plan)

PLAN 3 – PAY AS YOU GO (Only for those that have a lot of credits) – Deposit plus workshop costs

WHAT TO SEND WITH THIS APPLICATION

1. This completed enrolment form (save it to your computer, then attach to your email to us)
2. Your course payment or deposit
3. Any qualifications including Statement of results, Academic transcript or Statement of attainment

STUDENT DECLARATION

(Please read carefully before signing)

I hereby certify that the particulars herein are correct and I agree to abide by the Academy of Integrated Therapies’ policies and procedures and acknowledge that the facilities made available for my benefit will be used only in accordance with the principles of proper procedure and in compliance with any relevant operating standards.

Before signing please read conditions of enrolment at the end of this form. You will not have to print this form out to sign it, just type in your name and date

Applicant Signature: _____ Date: _____

PAYMENT MODE

Money Total: \$ _____

A. Money total paid by- (if paid in full amount only) Cheque _____ Money Order _____

B. Credit Card _____
 Bank Card _____ Master Card _____ Visa Card _____

Credit Card Number _____

Card Name: _____

Expiry Date: _____

You will not have to print this form out to sign it, just type in your name and date.

SIGNATURE: _____ **DATE:** _____

C. Electronic Funds Transfer (EFT)_____

Acct. Name : Academy of Integrated Therapies
 BSB No. : 084150
 Acct No. : 840160576

CONDITIONS OF ENROLMENT

1. The Academy of Integrated Therapies, herein referred to as 'AOIT' reserves the right to make any changes at any time to the policies, guidelines, cost, schedules or any other provision contained in this leaflet or any other brochure or prospectus.
2. AOIT reserves the right to substitute any textbooks or course materials at any time without notice should they become unavailable or be upgraded, as the policy of AOIT is to continually improve and update courses.
3. Students, who wish to obtain study credits for advanced learning, must make written application direct to AOIT.

Correspondence (External) Units

4. If for some valid reason, such as hospitalisation, sickness or overseas travel, a student wishes to postpone the course, a written request for deferment or extension must be made to the AOIT. The student will be liable for any fee increase occurring during the time of deferment.
5. The issue to a student of the initial receipt by AOIT for fee paid, obliges the student to maintain steady study progress, returning all assessment work on a regular basis.
6. Credits on materials received will be allowed only for goods damaged or lost in transit. Requests for credits must be made within seven (7) days of receipt of course materials, textbooks or other goods. Credits will not be allowed for any other reason.
7. A student will be deemed to have discontinued without notice, if the student does not return assessment work for a period of three months.
8. AOIT courses may not be re-sold or advertised by any student without the written permission of the director.

Practical (Attendance) Subjects

9. If for some valid reason, such as hospitalisation, sickness or overseas travel, a student wishes to postpone the course, a written request for deferment or extension must be made to the AOIT.
10. AOIT reserves the right to cancel or postpone any course up seven (7) days prior to commencement of the course should there be insufficient enrolments. In the event of such a cancellation, the **Academy** will notify enrolled students prior to the advertised starting date of the cancellation. Refunds of any practical monies paid in advance will be returned or will stand as a credit. .
11. Due to health requirements, and in fairness to all participants, applicants must disclose any relevant skin conditions or communicable diseases when returning their enrolment form.

For All Students

13. AOIT reserves the right to refuse enrolment to an applicant without necessarily giving reason for doing so.
14. At no time and under no circumstances will AOIT, its directors or anyone connected with the College accept responsibility, nor can they be held responsible for any claim of damage or otherwise, accrued from any action taken out, or directions given by any student or former student, whether or not the direction given in the course are followed.
15. The courses are given as advice and instruction and anyone carrying out treatment under these directions must accept full responsibility.

Refund Policy

The following policy applies to all students who have paid in full or part paid their course fees and who wish to terminate their studies. The college will then apply the following refunds according to the payment plan undertaken.

- PLAN 1. – Refund of the amount paid less double the cost of modules completed or partly completed. These penalties would not exceed the total amount paid.
- PLANS 2 – A penalty of double the monthly payments made, not exceeding the full total of payment plan 1.
- All enrolment and RPL fees paid are non-refundable

OFFICE USE ONLY	
Date Application Received:	Trainer/Assessor:
Course Commencement Date:	Course Completion Date:
Statement of Attainment Issue Date:	Certificate/Diploma Issue Date:
RPL Details:	