



## Application for Enrolment

Wellness Empowerment and Training Institute (referred to in this document as WE Institute)

Name on Certificate: \_\_\_\_\_ DOB: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Pcode: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- You can enrol 2 ways:
- 1) Email completed enrolment form to [admin@weinstitute.com.au](mailto:admin@weinstitute.com.au)
  - 2) In person at Wellness Empowerment and Training Institute,  
Suite 2 / 139 Alexander Street CROWS NEST

The price of all listed training programs is inclusive of GST

	HOURS	COST
<input type="checkbox"/> 4 Evenings Accredited Youth Mental Health First Aid Course		\$360.00
29th August 2018, 5,12,and 19 September 2018 5.30pm to 9.00pm		

## **Payment Options**

On approval of application invoice will be sent to your email enabling secure payment method.

## **Enrolment terms and conditions:**

The balance of the course fees are due on or prior to the commencement of the course.

The Institute reserves the right to vary course structure, teaching staff, adjust fees or class schedules at any time. It is at the Institute's discretion to discontinue offering a course as deemed necessary.

The Institute reserves the right to cancel a course or refuse any enrolment as permitted by law.

## **Cancellation and Refund Policy:**

You have seven days to cancel this agreement from the date of this agreement with WE Institute and have 100% deposit or full course fees paid refunded.

Any cancellation after seven days incurs a fee of 20% of total ticket purchase paid or your deposit may be transferred to another course conducted by the WE Institute within 12 months.

## **WE Institute Privacy Policy:**

WE Institute is committed to protecting your privacy. The information contained on the enrolment form is for the purposes of processing your enrolment, maintaining and creating records, keeping you informed of the events at the

Institute and assisting us in improving our service to you. If you choose not to receive information from WE Institute and Kinesiology International please email [hello@weinstitute.com.au](mailto:hello@weinstitute.com.au) and type 'delete me from list' in the subject header. Please include your contact details in the email.

Responsibilities of students. Please ensure that any personal property is kept with you at all times and not left unattended. While WE Institute attempts to make all buildings safe and secure the Institute does not accept responsibility or liability for the personal property of students, employees, contractors and lecturers left unattended, lost, stolen or damaged.

The privacy of your personal information is a vital part of our relationship with you as a student. We are committed to maintaining the secure custody of your personal information, and strictly adhere to the NSW Privacy and Personal Information Protection Act 1988 (NSW).

As part of functioning as an educational institution WE Institute holds personal information regarding our students. All information collected is necessary for the conduct of our business.

The information collected is used for a variety of purposes:

- Student admission
- Enrolment
- Archival purposes

You can ask us to provide you with access to the personal information we hold about you. This will be provided within 48 hours.

We are committed to keeping secure the information you provide to us, and we will take all reasonable precaution to protect your personally identifiable information from loss, misuse, unauthorised access, alternation or disclosure.

**Declaration and Consent:**

- I declare that to the best of my knowledge that the information supplied in this application and the documentation supporting it are correct and complete.
- I declare that I have read and fully understand the course outline for the program that I am applying for.
- I declare that committing to this training program is not placing unnecessary financial burden on myself and/or my family.

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Signature

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Date

*Unsigned applications will not be processed*