

FORM 1.5**Office Use Only**

Amount: _____

Method: _____

Tax Inv # _____

Date: _____

2012 Professional Development Course Enrolment Form



Please return Enrolment Form by either:

Fax: (07) 3207 0270

Post: Australian Celebrations Training, PO Box 5332, Victoria Point Qld 4165

If you need assistance please contact us on (07) 3207 9515 or email admin@australiancelebrations.com.au

Title: _____ Full Name: _____
(As registered with Attorney General's Department)

Preferred Name: _____ Celebrant Authority Number : _____ This **MUST BE** Completed

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile: _____

Work Phone: _____ Home/work Fax: _____

Email Address: _____ Email Address changed: Yes No

Classroom - \$165 - Please refer to the OPD Class Timetable to make your class selection.

Location _____ **Class Date** _____

Emergency contact person: _____ Phone: _____

Do you have any special dietary needs? Yes No

If yes, please state: _____

Do you have any Disabilities or Health Issues that you may require assistance with? Yes No

If yes, please state: _____

Distance Education – **Posted Booklets - \$150** **Emailed Booklets - \$120**

(Selection must total 5 hours including the compulsory)

2012 Compulsory Activity (1 hr)

International Matters (1 hr)

Invoice Design (1 hr)

Professional Telephone Skills (2 hrs)

WHS, Contingencies and Risk Management (2 hrs)

Interfaith Marriages (2 hrs)

Selections Continued on Page 2

- Rituals within Marriage Ceremonies (2 hrs)
- How to Write Ceremonies Creatively (2 hrs)
- Blended Families Ceremonies (2 hrs)
- Rehearse a Marriage Ceremony (2 hrs)
- Social Networking (2 hrs)
- Designing Your Website (2 hrs)
- Bespoke Marriage Ceremonies (2 hrs)
- Renewing a Couples Vows (2 hrs)
- Designing a Client Survey (2 hrs)
- Introductory Marketing (2 hrs)
- Preparing for the Step Family (Religious) (2 hrs)
- The Power of Effective Interpersonal Skills (Religious) (2 hrs)
- Morality in Marriage (Religious) (2 hrs)
- Love in Marriage (Religious) (2 hrs)
- Cultural Diversity (2 hrs)
- International Marriage Ceremony Traditions (2 hrs)
- Professional Ethics for Celebrants (2 hrs)
- Copyright and the Effective Use of Music and Literature (2 hrs)
- Enhancing Clients Family Relationships (2 hrs)
- Special Needs of Marrying Couples (4 hrs)

Payment:

- Cheque Money Order MasterCard Visa

Amount: _____

Card Number: _____ / _____ / _____ / _____ Expiry Date: _____ / _____

Cardholder's Name: _____

Cardholder's Signature: _____

Enrolment Information:

1. Approved OPD Courses are available by Classroom or Distance Education.
2. Classroom seminars run from 9.00am – 3.00pm unless otherwise stated.
3. Morning tea and a light lunch will be provided for those attending a classroom seminar.
4. Classroom enrolments will close 5 working days prior to the class date.
5. **Enrolment will not be processed if your Celebrant Authority Number is not provided.**
6. **Payment must accompany your enrolment form.**

Cancelleds, Transfers & Refunds

1. Transferring of a class enrolment must be done in writing 10 working days prior to the class date.
2. Cancellation of a class enrolment must be done in writing 10 working days prior to the class date; no refund will be allowed for cancellations made less than 10 working days.
3. No refund will be allowed for non-attendance at class; however the attendee will be given the opportunity to transfer to distance education.
4. No refund or changes will be allowed for distance education courses once the material has been posted or emailed.