

FORM 1.5

Office Use Only

Amount:

Method:

Tax Inv #.....

Date:

Ongoing Professional Development ENROLMENT FORM

Please return Enrolment Form by one of the methods below:

Fax: (07) 3207 0270

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

Email: admin@australiancelebrations.com.au

* Denotes required field

Title: Full Name:*

(As registered with Attorney General's Department)

Preferred Name:

Celebrant Authority Number:*

Postal Address:*

Suburb:* State:* Postcode:*

Phone:* Mobile:

Email Address:*

Classroom: \$165

Please refer to the **OPD Class Timetable** to make your class selection and the **Course Description Sheet** for information on the topic content.

Location:

Class Date:

Emergency contact person: Phone:

Do you have any special dietary needs?

Do you have any disabilities or health issues that you may require assistance with?

Distance Education (Posted Booklets): \$150 (E-books can only be purchased through our website)

Course includes a Compulsory Activity (2 hours).

Elective Topics Selection (3 hours):

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Please refer to our **Course Description Sheet** when making your selection.

Payment:

Payment **must** accompany this form by one of the methods listed below. Credit Card payments will not be taken over the phone. Please see below for enrolment terms and conditions.

Cheque Money Order MasterCard Visa

Amount: \$165: Classroom Course \$150: Distance Education Course

Card Number: / / /

Expiry Date: /

Cardholder's Name:

Cardholder's Signature:

General 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, unless the class is booked out sooner.
5. Please allow 5-7 working days for your enrolment to be processed.
6. Should you require assistance, please contact our office on (07) 3207 9515.
7. Australian Celebrations Training guarantees to run all advertised OPD classes, there is no minimum numbers required for attendance.
8. Enrolment will not be processed if your Celebrant Authority Number is not provided.
9. Payment must accompany your enrolment form.
10. Dishonoured cheques will incur a fee of \$30.
11. Classroom attendance is only permitted to the enrolled person, third parties are not permitted to attend unless approved by our office.
12. Australian Celebrations Training does not have the authority to grant OPD exemptions or to allow early exit from OPD classes.

Cancellations, Refunds and Transfers:

1. Transferring of a class enrolment must be done in writing 7 working days prior to the class date; only transfer will be allowed free of charge, additional transfers will incur a \$25 administrations fee.
2. Cancellation of a class enrolment must be done in writing 7 working days prior to the class date, refund will be less a \$25 administration fee, no refund will be allowed for cancellations made less than 7 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 free of charge, or attend another date for an additional fee of \$55. Only one transfer will be allowed.
4. No refund or changes will be allowed for distance education courses once the material has been posted or emailed.