

**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: \$180** Early bird \$135 (enrol by the 19th February 2021)  
Normal \$180 (after 19th February 2021)

Please refer to the OPD Class Timetable to make your class selection and ensure you are happy with the topics offered by reading 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): topics are individually priced.

1 hour topics \$32 - 1.5 hour topics \$48 - 2 hour topics \$64 - 3 hour topics \$96.

Please refer to our Course Description List when making your selection. (E-books can only be purchased through our website)

## 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: \$.....

Card Number: ..... / ..... / ..... / .....

Expiry Date: ..... / .....

Cardholder's Name: .....

Cardholder's Signature: .....

**CREDIT CARD PAYMENTS WILL NOT BE TAKEN OVER THE PHONE**

## General Enrolment Information:

1. Approved OPD Courses are available by Classroom, Distance Education or Zoom Session.
2. Classroom seminars run from 10.00am – 2.30pm unless otherwise stated. You must be in attendance for the full day to meet your OPD obligation.
3. 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. Enrolment will not be processed if your Celebrant Authority Number is not provided.
8. Payment must accompany your enrolment form.
9. Dishonoured cheques will incur a fee of \$30.
10. Classroom attendance is only permitted to the enrolled person, third parties are not permitted to attend unless approved by our office.
11. Should a classroom be impacted by COVID restrictions, that class will be offered by Zoom.
12. OPD completions will be provided to the AGD on a quarterly basis via their spreadsheet, certificates are not automatically provided, if you would like to purchase a certificate, please contact our office.
13. 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 10 clear working days prior to the class date; only one transfer will be allowed free of charge, additional transfers will incur a \$30 administration fee.
2. Cancellation of a class enrolment must be done in writing 10 clear working days prior to the class date, refund will be less a \$30 administration fee, no refund will be allowed for cancellations made less than 10 clear working days.
3. Transferring of a Zoom enrolment must be done in writing 5 clear working days prior to the zoom date; only one transfer will be allowed free of charge, additional transfers will incur a \$30 administration fee.
4. Cancellation of a Zoom enrolment must be done in writing 5 clear working days prior to the class date, refund will be less a \$30 administration fee, no refund will be allowed for cancellations made less than 5 clear working days.
5. No refund will be allowed for non-attendance at class or zoom session; however, the attendee will be given the opportunity to transfer to emailed material free of charge.
6. No refund will be allowed for Zoom sessions due to the attendee having technical difficulties; however, the attendee will be given the opportunity to transfer to emailed material free of charge.
7. No refund or changes will be allowed to distance education courses once the material has been posted, emailed or made available by e-books in your online account.