



STEP 1 – SELECT YOUR COURSE Please reserve a place for me in: [please tick your choice & add your timetable preference]

SWEDISH Massage Course – Note: Students who have not studied massage before start with this introductory course

Starting day/date/time : (1st choice) _____

(2nd choice) _____

REMEDIAL Massage Course - Starting day/date/time : _____

OTHER Courses Course name: _____

Starting day/date/time : _____

Previous courses completed : _____

STEP 2 – PERSONAL DETAILS

First Name: _____ Family Name: _____ Date Of Birth : _____

Address : _____

Suburb : _____ Postcode: _____

Telephone: H _____ W _____ M _____

Email: _____

Occupation: _____ Sex: _____

My details have changed since my previous enrolment. Please update my records.

Are you planning on becoming a Professional Massage Therapist? : Yes / No

Where did you hear about us? : _____

Why did you choose our school? : _____

STEP 3 – PAYMENT DETAILS

Enclosed is my payment of \$ _____ I am paying by: Cheque Money order Cash Credit card

Please make cheques or money orders payable to "NSW School of Massage"

If paying by credit card please select : Visa, MasterCard Name on card: _____

Card Number: - - - Expiry: /

Classes are limited in size, so early registration is recommended

I authorise the NSW School of Massage to debit the above credit card with the balance of my course fees 3 weeks prior to the commencement of term

I understand the balance of the fees are due 3 weeks prior to the commencement of term

I HAVE READ THE COURSE CONDITIONS AND AGREE TO ABIDE BY THEM.

SIGNED DATE

Course Conditions

Fees & Refunds

- All enrolments must be accompanied by a deposit. The balance of course fees are due 3 weeks prior to the commencement of each term. (2011 Term Dates: Term 1 - 31/1/11, Term 2 - 27/4/11, Term 3 - 18/7/11, Term 4 - 10/10/11)
- Students wishing to withdraw from a course must advise the school in writing 21 days prior to the commencement of term. The School does not refund fees under any circumstance after this 21 day period. Course fees are non-transferable to other students. All refunds are subject to an administration fee of \$50.
- Any change to original enrolment is subject to a \$50 administration fee. Transfers to another term must be requested in writing at least 7 days prior to the commencement of term.
- Students attending catch-up classes are required to pay a \$30 administration fee.
- Students who have paid in full and who wish to transfer their enrolment less than 7 days prior to the commencement of term or, who are unable to continue with a course once it has commenced, may decide to defer. The School allows deferring students to carry forward 50% of fees paid as credit towards the new term. Deferments are valid for two terms only and must be requested in writing during the original term of enrolment. Conditions apply.
- The School reserves the right to increase fees from time to time. Fee increases will not apply to students who already hold a confirmed position in a course prior to the fee increase.

Student Responsibilities & Understandings

- The student agrees to comply with the policies and procedures of the School as outlined in the student handbook, as may be amended from time to time. A copy is available on the School website – www.SchoolofMassage.com.au
- Students must ensure the balance of fees are paid by the due date or they may forfeit their position in that course.
- Students are responsible for ensuring they have successfully completed all pre-requisites for each subject before the commencement of each subject.
- Students are responsible for maintaining satisfactory course attendance and results. Failure to do so may prolong the originally scheduled program.
- It is the student's responsibility to make themselves aware of all the course dates prior to enrolment.
- Students enrolling into a subject in advance of the timetable being published will only receive a full refund if the course's scheduled day or evening is changed by the School. In all other circumstances, the above refund policy applies.
- Students should report to their teacher before class if there is any reason why the student should not give or receive a massage in any given class.
- Students enrolling in a body work course, eg Swedish Massage, acknowledge that they will be required to give and receive massages by both females and males. This also applies in student clinic.
- It is the students responsibility to advise the school if you are pregnant, have a medical condition (including contagious skin conditions) which would contra-indicate receiving or giving a massage or if you have special learning needs, prior to enrolling.
- Students whose first language is not English should note strong English language proficiency is required to successfully complete studies. As a guide, the School recommends students to have a minimum of IELTS 6 (academic), a TOEFL score of 550 or TOEFL computer based test of 213.
- The student will release and hold harmless the School, its Director, staff, trainers and agents in respect to any property loss or personal injury that may be sustained whilst participating in their course or attending the School whosoever caused.

School Policies

- The School reserves the right to cancel a course. Where possible the School will inform students with 7 days notice of this event and a full refund will be provided.
- Successful completion of the course is subject to the student satisfying the School's Attendance Policy.
- Students wishing to request Recognition of Prior Learning may do so by either downloading the forms from our website or requesting forms from administration.
- The School recognises qualifications from other RTO's.
- Persons under the age of 16 years of age cannot participate in any of the courses offered at the school.
- The School has a non-smoking policy. Food and drink may not be consumed in the classrooms (bottled water excepted).
- Any other matter not specifically mentioned in the School Policies is at the discretion of the School.

It is a condition of enrolment that you have read and understood these conditions and agree to abide by them.