

# Australian Bush Flower Essences College Course Enrolment Form

You can also submit your enrolment online at: [www.flowertherapies.com.au/enrol](http://www.flowertherapies.com.au/enrol)

Please complete all the below requested information in order to correctly enrol in your chosen course. We will contact you to finalise your course registration usually within 1-2 working days of receipt of your enrolment form and deposit/full payment, and will then send out your confirmation of enrolment.

Once completed, please post this form along with your deposit or full payment (or advice of payment) to: **Baliena Flower Therapies, PO Box 1150, Grafton NSW 2460.**

## Enrolling Student's Details

Title:  First name:  Surname:

*(please print your first and last names exactly as you would like them to appear on your certificate of completion†)*

Street Address:

Suburb/Town:  State:  Postcode:

Postal Address:  State:  Postcode:

*(complete if different from street address provided above, otherwise leave blank)*

Contact Phone [Day]:  [A/H]:  [Mobile]:

*(complete all options if possible, incl. area codes - only provide numbers if that call 'time-of-day' is suitable for you)*

Email address:

Where did you hear about us?  Website Search Engine  Newspaper  ABFE website  Brochure  Prev. Student  
 Other .....

## Course Enrolment & Payment Details

Course Code:  e.g. B010208 Start Date:

*(can be found on the website at [www.flowertherapies.com.au/courses](http://www.flowertherapies.com.au/courses) or alternatively phone us on 02 6644 9869)*

Description:

Course Cost:  This is:  'Early-bird' Pricing (prior to cut-off date)  Standard

*(can be found on the website at [www.flowertherapies.com.au/courses](http://www.flowertherapies.com.au/courses) or alternatively phone us on 02 6644 9869)*

How will you be paying for this course (please tick):

EFT (online banking)\*\*  Direct Deposit\*\* (bank)  Personal Cheque  Bank Cheque  Money Order

\*\* If making payment via EFT (online banking) or Direct Deposit (bank), the details you will need are:

**Bank:** Commonwealth Bank (CBA), Coffs Harbour NSW | **Account Name:** Baliena Flower Therapies  
**BSB:** 062 521 | **Account No:** 1042 3275

PLEASE ENSURE YOU INCLUDE YOUR SURNAME AS 'TRANSACTION DESCRIPTION' WHEN MAKING PAYMENT VIA EFT (ONLINE BANKING) TO ENSURE YOUR PAYMENT & ENROLMENT ARE CORRECTLY PROCESSED.  
N.B. Please make all cheques and money orders payable to "Baliena Flower Therapies".

## Acknowledgement of Course Enrolment Terms & Conditions (on page 2 - overleaf)

I acknowledge that I have read, understood and accept the 'Course Enrolment Terms & Conditions' on page 2:

Student Signature:  Student Name (Print):

## COURSE ENROLMENT TERMS & CONDITIONS

### Privacy Policy

We will endeavour to take all reasonable steps to keep secure any information which we hold about the student and protect their personal information from loss, misuse or unauthorised alteration. Students' personal information is stored in both paper based and electronic formats. Our employees and data processors are obliged and trained to respect the confidentiality of any personal information held by us. We do not sell or swap information with other companies and all information is used solely for course registration, administration and marketing purposes only. Please be aware that as contracted providers of this course, *Baliena Flower Therapies* is required to securely pass on your contact information, results of your assessments, and course work to the course owners *Bush Biotherapies Pty Ltd (Australian Bush Flower Essences)* - please view their privacy policy at [www.ausflowers.com.au/shop/scdordering.asp](http://www.ausflowers.com.au/shop/scdordering.asp).

By enrolling, the student agrees that we may contact them via their provided contact details in order to:

- provide them with information relating to the course the student has enrolled in;
- provide them with information that may be of interest about our courses and special offers;
- send them a newsletter by either email or post.

We offer an "opt out" option so that the student may have the opportunity to decide not to receive marketing or promotional information from us at any time in the future. Upon request (either via email, post or phone) and at any time, the student may contact us to "opt out" of any future direct marketing activities (please note that choosing to "opt out" of any future direct marketing activities does not include any contact which relates to the course the student was or is enrolled in). Additionally on all direct marketing correspondence, the "opt out" option will be made clear.

### Australian Bush Flower Essences College Course

*Clare Chapman trading as Baliena Flower Therapies* is an authorised teacher of the official *Australian Bush Flower Essences College Course*. All course materials and content has been created, and is owned, by *Bush Biotherapies Pty Ltd (Australian Bush Flower Essences)* and as such all content provided to students remains subject to copyright. At no time are students authorised to duplicate materials for distribution to anyone else or in any way.

### † Certificate of Completion

A certificate of completion is issued to successful students at the end of the course as an indication of competence and fulfillment of all the official course requirements. The provision of a certificate of completion is at the total discretion of the trainer, in accordance with all set measures of assessment and the published course criteria which is issued to students at the commencement of their course. Payment of enrolment fees does not guarantee the provision of a certificate of completion unless assessment criteria has also been satisfied and the trainer has agreed to the student's achievement of competence.

### Payment Conditions

All student enrolments require deposit or full payment to secure the place in the chosen course. If full payment has not been made at the time of booking, the balance owing is required by the cut-off date to guarantee the student's enrolment and hold their place in the course (the cut-off date will be specified in the letter sent out confirming receipt of deposit). Deposits will not be refunded for any course cancellations which occur automatically by default as a result of the balance of payment remaining owing. Under no circumstances will a student be able to commence the course without their course fee having been paid in full.

### Refund of Deposit or Full Payment

A student may cancel their enrolment and request refund of their deposit or full payment up until the early-bird booking date specified for their chosen course (this date is specified next to each course in the 'Course costs' drop down box on the enrolment page of [www.flowertherapies.com.au](http://www.flowertherapies.com.au)). After this date, refunds of deposit or full payment cannot be given, and will be forfeited if the student does not attend their enrolled course. In exceptional circumstances where a student can no longer attend the booked course (decided solely at the discretion of *Baliena Flower Therapies*) deposit or full payment may be held for use towards a future course for up to 12 months, depending on courses available during that period of time.

### Course Cancellation or Postponement

All courses require a minimum number of students enrolled in order to proceed as scheduled. Enrolment and full payment is no guarantee that the course will proceed. In the event that a course is postponed or cancelled, the student will be contacted and advised of the postponement or cancellation, and will be given the choice of leaving their payment registered for the next available course, or will be given a full refund via EFT / direct deposit of funds back into the student's nominated bank account.

### Course & Trainer Disclaimer

Information within any course held or facilitated by *Clare Chapman trading as Baliena Flower Therapies* is not intended as a substitute for advice from a registered physician or other healthcare professional. At no time should a prospective, current or past student consider any course information to be: (a) a replacement for seeking professional medical help or advice for any health condition or situation; (b) personal instruction or direction for how to deal with their own healthcare or the healthcare of others; (c) general advice on commencing a commercial health practice. No responsibility can or will be taken by *Clare Chapman trading as Baliena Flower Therapies* for any course content, advice or information provided within our courses. All course content, advice or information is provided solely for informational and educational purposes only.