

Roman Pilates

Specialists in Functional Movement Training

ENROLMENT FORM

To enroll into a program with Roman Pilates, please complete the following application form. Please ensure you read and understand the terms & condition of the training school.

COURSE SELECTION

What course are you enrolling into? _____

Course fee _____

CONFIRM YOUR PERSONAL INFORMATION

Name: _____ DOB: _____

Address: _____

Suburb: _____ P/code: _____

Phone: H _____ W _____ M _____

Email: _____

PAYMENT INFORMATION

Enclosed is my payment of \$ _____

I am paying by: Cheque Money order Cash Credit card

Select Credit Card: Visa, MasterCard or Bankcard Name: _____

Card Number: _____ - _____ - _____ - _____ Expiry: ____ / ____

Other payment details:

SIGNATURE & ACCEPTANCE OF COURSE CONDITIONS

It is a condition of enrolment that you have read and understood all the conditions and policies of the School and you agree to abide by them.

Signature: _____

Date: _____

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Terms & Conditions

Upon applying for or enrolling in a course with Roman Pilates, you consent and agree to be bound by the terms and conditions herein. In return, and upon receipt of the course fees that are payable, Roman Pilates agree to supply you with the relevant course materials, provide you with tutorial services as agreed, and provide student administration services.

Tuition Fees, Refunds and Deferrals

In a situation where a student wishes to cancel or change their enrolment, Roman Pilates will allow the following options:

- For a period of 10 days following enrolment, a refund of tuition fees (less \$100 administration fee) will be given if the student notifies the school's administration department in writing. For this to apply, a letter must be received within the 10 day period, either by email, mail or delivered in person. All course material must be returned in original condition before a refund is issued.
- Refunds are not available after this time.
- At any time during enrolment the student may apply to defer their studies for a 3 month period. Such an application must be supported in writing by documentation that explains why they cannot continue their studies for a period of time. A deferral fee of \$100 applies. Students can defer once only.
- The School reserves the right to increase fees from time to time. Fee increases will not apply to students who hold a confirmed position in a course prior to the fee increase.

Student Responsibilities & Understandings

- There is a 1-year time limit within which to complete a course or program. Students may set their own timetable for completing the course within this allocated time frame.
- If students do not submit assessments during this period, and make no attempt to request a deferment, Roman Pilates reserves the right to deem the student's enrolment to have lapsed. The normal deferral fee will be charged to reactivate enrolment at the discretion of Roman Pilates.
- Students agree to pay tuition fees by the due date. The School reserves the right to withhold further supply of course materials or tuition support in the event a student fails to make payment of courses fees as agreed.
- Students whose first language is not English should note strong English language proficiency is required to successfully complete studies. As a guide, we recommend students to have a minimum of IELTS 5.5 (academic), a TOEFL score of 550 or TOEFL computer based test of 213.
- The student will release and hold harmless Roman Pilates, 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.
- Students must ensure the course fees due are paid by the due date or they may forfeit their position in that program.
- It is the student's responsibility to advise the school if they have a medical condition which would contra-indicate participating in the program.
- It is the student's responsibility to advise the School of any special learning needs, prior to enrolling.
- In the event the student is not satisfied with the external tutor appointed to them, they must report this to the Roman Pilates immediately. Roman Pilates then reserves the rights to find a suitable replacement for the student, if there are reasonable grounds and evidence for the student not being satisfied.
- For final certification, students must show evidence of having their senior first aid. Students who do not currently have this will need to undertake an external first aid course at their own expense.

School Policies

- Persons under the age of 16 years of age cannot participate in any of the courses offered at the school.
- Roman Pilates reserves the right to cancel a course. We will inform students and a full refund will be provided.
- Any other matter not specifically mentioned in the Roman Pilates Policies is at the discretion of Roman Pilates.

Copyright

- All course materials supplied are for your own personal use only and are copyrighted. Reproduction or distribution in any form or means is prohibited.

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