

Given Name: _____ Surname: _____

Position: _____ Organisation: _____

Address: _____

Suburb: _____ Postcode: _____ State: _____

Phone: (W) _____ (H) _____ (M) _____ (FAX) _____

Email: _____

Emergency Contact Person: _____ Phone: _____

Current Qualifications: _____

Industry Registration: Kinect Australia Fitness Australia AUSTSWIM

Does the course facilitator need to know of any medical conditions and or learning support needs (*this will remain confidential*).

Education and Training	Date	Location	Topic	Cost
WETS Aqua Instructor Course				\$399.00
WETS Assessment**				\$110.00
WETS Assessment Preparation***				\$55.00
WETS Aqua Instructor Update				\$110.00
WETS Aqua Instructor Update (correspondence)				\$110.00
WETS Aquatic Training Seminar				\$55.00
WETS Aquatics for Specific Populations Seminar				\$55.00
WETS AquaMoves 1 - Training DVD (\$22.95 or \$20.00 if purchased with training)				\$
WETS Deep Water DVD				\$35.00
Other				
TOTAL				\$

All Prices inclusive of GST. All prices are valid up to and including March 2010

**Please note: In order to be deemed competent for the Aqua Instructor qualification you must enrol for the assessment

***Additional support if required

Payment Details

Please return enrolment form to **36 Mascot Avenue, Bonbeach VIC 3196** or Fax **(03) 8774 6833**. Payment must accompany this form.

Cheque - please make payable to Water Exercise Training Service (WETS)

Electronic Transfer: your name must be included in the funds transfer documentation

Name: **Water Exercise Training Service** Bank: **National Australia Bank**

BSB number: **083 171**

Account number: **52539 3265**

Date of transfer: _____

EFT receipt number _____

If payment is via **invoice** please provide the following details:

Attention: _____

Bill to: _____

Address: _____

Purchase order number (if applicable): _____

Water Exercise Training Service (WETS) Pty Ltd

36 Mascot Avenue, Bonbeach VIC 3196

Ph: +61 3 8774 1722 Fax: +61 3 8774 6833 Email: info@wets.com.au Website: www.wets.com.au

ABN: 56 129 585 011

**Please Note New Fax Number
(03) 8774 6833**

WETS is a boutique company which provides a valued service to the Australian Aqua, Health, Fitness, Aged and Disability Sectors. WETS is committed to the following Code of Practice as an assurance to provide students with quality in the provision of recognised education and training.

Educational Standards

- WETS adheres to policies and management practices which maintain high professional standards in the marketing and delivery of education and training services, and which safeguard the interests and welfare of students.
- WETS delivers training in a learning environment that is conducive to the success of students. Students are given access to industry support to assist them in achieving the outcomes of the training.
- All facilitators are appropriately qualified in accordance with the Australian Quality Training Framework.
- Training is delivered using facilities and resources appropriate to the level and type of training.
- Students are required to attend all face to face training sessions. In the event of illness or an emergency, students must provide WETS administration with written notification from medical personnel or alike.
- Students are required to complete all assessment tasks within the designated period of time unless an alternative written agreement has been arranged with WETS.

Access and Equity

- Recruitment and training of students is conducted in an ethical and responsible manner and is consistent with the requirements of the training program.
- When required, WETS provide individual learning support to accommodate students with a learning disability; however these students must notify WETS of their requirements at the time of enrolling.
- All students are expected to respect other students.

Marketing and Advertising

WETS ensures integrity of all its marketing and advertising. We provide accurate, relevant and up to date information to all students prior to the commencement of training delivery. This may include, but not limited to;

- Overview of the training to be delivered including entry requirements; learning outcomes; details of the credentials to be issued on achievement of the learning outcomes & assessment procedures.
- Admission procedure.
- Dates, times & locations of training sessions.
- Fee payment, refunds and cancellation procedures.

Fee Payment

- All payments must be received in full prior to the commencement of the training.
- In the event of lost or damaged resources WETS students (previous and current) are entitled to a replacement at a specified cost.

Cancellation / Transfer Policy

The following procedure will apply in the event a course is cancelled or student withdraws from training;

- A full refund is available for cancellations received in writing more than fourteen (14) days prior to the commencement of the course. A request for transfer received in writing more than fourteen (14) days prior to the course will not incur a fee;
- Cancellations or request for transfers received in writing less than fourteen (14) days to the commencement of the course will incur a 25% administration fee of the total enrolment fee paid;
- If the cancellation or transfer is as a result of medical or compassionate reasons, the student must write to the Course Coordinator, including a medical certificate (if applicable) and a full refund may be granted.
- If there is no written documentation prior to the course commencement no refund will be issued.
- Once training has commenced – no refund will be issued.
- All transfers must take place within 6 months of enrolment. Students may transfer a maximum of 3 times.
- WETS reserves the right to change course dates and venues or to cancel courses. In this event every effort will be made to avoid inconveniencing students by rescheduling at the earliest convenient time or awarding a full refund on request.

Grievance / Appeals

In an event of a student grievance or appeal, WETS will maintain an objective point of view and will deal with the grievance or appeal in a fair and equitable manner. If a student has a grievance, the first step is to speak to the relevant trainer. If the grievance cannot be resolved, the student can contact the Course Coordinator. The Course Coordinator will complete a Complaints Form and attempt to resolve. If the grievance cannot be resolved a meeting with the director will be organised who will if necessary act as the arbitrator. If the grievance remains unresolved the student will be instructed to seek legal advice.

Privacy

Upon enrolment students consent to provide their personal and training information to industry related organisations when required. No advertising company will gain access to student details without the explicit consent of the student. WETS does not sell student or participant information to any third party.

Photography

All photographs and video footage taken during any WETS training, seminar, or workshop remain the sole property of Water Exercise Training Service (WETS) and may be used only by WETS for any WETS related purpose, such as training or marketing, without further reimbursement to any individual depicted in such photographs.

Signed _____ Date _____