



**THE COACHING
INSTITUTE**

Student Acceptance Form



We recommend that you keep a copy of this document.

Please complete this form along with your payment details and forward it to:

Student Enrolments, The Coaching Institute, 335 Ferrars Street, South Melbourne, Victoria 3205
Email: enrolments@thecoachinginstitute.com.au Fax (03) 9645 7002

Please fill in all the below fields:-

Given Name:Surname:

Address:Postcode

Tel (Day):Mobile:

Email Address:

Date of birth:Drivers license No:

Office use only: Credit approved Y/N

Courses Available	Ezy Option	✓	Express	✓
Certificate IV in Life Coaching (21646VIC)	\$5491 Deposit \$1495 \$77 weekly for 12 months		\$4,995 (save \$496)	
Advanced Practitioner – ICF Accreditation (21646VIC)	\$8646 Deposit \$1495 \$91 weekly for 18 months		\$7,995 (save \$651)	
Diploma of Life Coaching – ICF Accreditation (21647VIC)	\$15343 Deposit \$1495 \$133 weekly for 24 months		\$13,995 (save \$1348)	

Course materials will only be sent once The Coaching Institute has received a completed deposit/ezypay form or payment in full by one of the following options:

1. Credit Card deposit or payment in full :

Please debit my Visa Bankcard MasterCard Amex the amount of \$

Card number: Expiry Date:

Date: Signature:

2. Bank Transfer deposit or payment in full :

I have/will deposit/ed the amount of \$ into The Coaching Institute's bank account, on the (date):

Bank - Westpac, Account Name - The Coaching Institute, BSB - 033 305, Account No - 262 045

It would be appreciated if you put your name as a reference for your transfer. Please allow us 24 hours to verify your deposit has arrived. Thank you for your understanding.

Please read the terms and conditions overleaf and the Student Handbook before signing this agreement.

- Yes, I qualify to receive the FREE resources that come with my acceptance form
- Yes, I have completed and attached my Ezypay form for monthly payments (if selecting Ezy Option)
- Yes, I have read and agree to the terms and conditions
- Yes, I have read the Student Handbook and had any questions answered

Today's date: Foundations of Coaching Success Training date:

Name: Signature:

Have you opted to receive the FREE The Coaching Institute newsletter? Would you like to? (Please circle) YES NO

OFFICE USE
Starter Kit sent
Y / N

Version 24 – Nov 2009 page 1 of 1 – please return this page at the time of your enrolment

Please turn over



The Coaching Institute Terms & Conditions

The payment in full of the investment amount to The Coaching Institute entitles the Student to:

1. Attend the trainings the student has selected and receive the training services provided at that training, & receive a copy of the training materials that are relevant to the training service that has been selected at the time of enrolment.
2. 12 month's membership of The Coaching Institute for Certificate IV in Life Coaching & Advanced Practitioner membership, & 18 months for Diploma membership and to extend their membership beyond the above time by participating in the extension opportunities.

Training – I agree –

1. That the training sessions which I will be required to participate in may be personally, emotionally and physically challenging for me and I agree that I have undertaken any necessary tests or investigations with a suitably qualified expert before commencing training to ensure that I am physically, mentally and emotionally fit for it.
2. I will not hold The Coaching Institute liable for any loss or cost or damages incurred by me (or any person related to me) in the event of mental, physical, emotional stress or distress (or other ailment or condition) caused either directly or indirectly in relation to these training sessions. I will indemnify you in the event of any such claim.
3. Cancellations made 5 working days prior to the "Foundation of Coaching Success Training Weekend" face-to-face training will incur a \$300 fee to cover the venue, catering and administrative costs. This fee will only be waived if a doctors certificate can be provided prior to the training commencing. Cancellations made within 1 month of the NLP or Trainer's training will incur a \$300 fee as there are substantial waiting lists for these events and someone dropping out means someone else misses out on attending.
4. To access all classes via phone or internet at my own cost and that some training sessions will be recorded for training & marketing purposes.
5. That once I have chosen and enrolled in my selected program I cannot downgrade my choice as considerable intellectual property has already been imparted to me by The Coaching Institute.

Course payments –

1. Upon being accepted into your chosen program, all course fees for that program are due based on the complete fee schedule in your Student Handbook. Changing your mind is not a reason for a refund, by signing your enrolment form we understand you have chosen your course carefully.
2. The Course deposit is non-refundable as it is payment for the Starter Kit and Online Membership Codes being provided. It must be paid before the Foundation of Coaching Success Training Weekend, and early withdrawal from any course results in due fees being calculated based on what classes have been delivered to the student. Changing your mind is not a reason for any type of refund as considerable intellectual property is imparted to the Student. Whatever the reason for withdrawal your fees due (or refund due) is calculated strictly according to the fee schedule of classes delivered to the student, as found in the Student Handbook.
3. By agreeing to the terms you give permission for us to obtain consumer information permitted in the Privacy Act from a credit reporting agency and to use such information to assess this application for credit. The permission remains in force for the duration of the credit contract if the application is approved; and you also give permission for us to disclose all relevant credit information to the credit reporting agency for the purpose of creating and maintaining a credit file.
4. If paying the course fees by installments, if two of those installments are missed then the whole amount of the course fee immediately becomes due & payable. Failure to make payments as agreed will result in all recovery costs being the responsibility of the student and become due to The Coaching Institute.
5. Opting for the weekly payment plan means that you cannot attend an Foundation of Coaching Success Training weekend or receive any intellectual course materials until the full deposit for enrolled course is paid.

The Client, in consideration of The Course to be provided by The Coaching Institute under this agreement, agrees –

1. To indemnify & keep indemnified The Coaching Institute from & against all loss, damage or liability (whether criminal or civil) suffered & legal fees & costs incurred by The Coaching Institute resulting from breach of this agreement by the Student including if applicable any neglect or default of the Student's employees or agents.
2. Not to cause or permit anything which may damage or endanger the intellectual property of The Coaching Institute or assist or allows others to do so (The Coaching Institute's intellectual property includes all aspects of The Coaching Institute's intellectual property in whatever form associated with The Coaching Institute, including but not limited to the rights contained in their website, stationary, customer lists, graphics, literature, style of trading, copyright, design rights, patents, logos, course materials and content etc).
3. Not to solicit, deal with or engage any of the personnel provided by The Coaching Institute to supply the Course for a period of two years from the date of the agreement without the prior written consent from The Coaching Institute, not deal with or engage in business dealings with any The Coaching Institute personnel.
4. Not to make copies or distribute any of the written or audio materials from the Course other than as required to do so for the purpose of participating in the Course. Except as this Agreement specifically permits, at any time to divulge to any third party any part of the Confidential Information or of the Intellectual Property nor provide to any third party a copy of any document or audio recording which comprises or contains Confidential Information or Intellectual Property.
5. The course fees and the course selected is not transferable for any reason.
6. That any publicity or information provided by The Coaching Institute in relation to the provision of the Course are for guidance only & are subject to alteration from time to time without consent from the Student.
7. That in the event that The Coaching Institute is liable to any extent under this agreement or under general law The Coaching Institute's liability is to be limited to the amount of the Fee paid by the Student.
8. That The Coaching Institute is not liable in any way if the Course contains materials which the Client is already familiar with.
9. That The Coaching Institute has not made any representation that participation in the Course guarantees success as a Life or Executive Coach or NLP Practitioner or will guarantee income.
10. Assessments required to achieve competency in the Course will be conducted and any certificate or statement of attainment will only be awarded once competency is achieved & upon the completion of all payments.
11. All difference which may arise as a result of this agreement shall be referred to a single arbitrator to be agreed upon by the parties

The completed enrolment form is signed with the understanding that all terms and conditions, and the Student Handbook are read and agreed to.



**THE COACHING
INSTITUTE**