

Student Enrolment Form—Life Coaching & Certificate IV in Business



We recommend that you keep a copy of this document. Please return the original along with payment & your signed copy of the terms & conditions to;

Student Enrolments

The Coaching Institute, 335 Ferrars street, South Melbourne, 3205 Victoria, or—
Fax (03) 9645 7002

Please fill in all the below fields:-

Given Names: _____

Surname: _____

Address: _____

_____ Postcode _____

Tel (Day): _____ Mobile: _____

Email Address: _____

Date of birth: _____ Drivers license No: _____

The Coaching Institute will contact you to arrange an enrolment interview with you. We make every attempt to ensure that we find the best match between the needs of our applicants and the paths of study available.-

1. What attracts you to life coaching?

2. Learning preferences. Have you sought learning assistance with any learning needs, i.e. hearing, visual, language/literacy. If yes, please give details.*

3. Have you undertaken any previous coaching studies? *

4. Do you have any health or learning conditions that we should know about? i.e. dyslexia, that may affect your ability to participate in your preferred program?*

5. What dietary requirements do you have?*

6. How did you find us?

- Google
- Living Now Magazine
- Yahoo
- Yellow Pages

Other _____

*It is not required that you complete these questions.

Course Selection - *Cert IV Advanced Practitioner is a pre requisite of Diploma. These courses can be run concurrently.*

Courses without the Cert IV in Business

Course	Deposit	Balance	Paid over (months)	Regular payment amount	Total (inc all fees)	Tick fee option
Diploma (21647VIC) including Certificate IV in Life Coaching (21646VIC) - Advanced Practitioner of Coaching	-	-	-	-	\$13,995	
	\$3995	\$10,800	12	\$900.00 per month	\$14,795	
Certificate IV in Life Coaching (21646VIC) - Advanced Practitioner of Coaching	-	-	-	-	\$6995	
	\$1995	\$5400	6	\$2700.00 two instalments	\$7395	
	\$1995	\$5800	12	\$483.33 per month	\$7795	
Certificate IV in Life Coaching (21646VIC) - Practitioner of Coaching	-	-	-	-	\$4995	
	\$1495	\$3900	6	\$1950.00 two instalments	\$5395	
	\$1495	\$4300	12	\$358.33 per month	\$5795	

Courses including the Cert IV in Business

Course	Deposit	Balance	Paid over (months)	Regular payment amount	Total cost (inc all fees)	Tick fee option
Diploma (21647VIC) including Certificate IV in Life Coaching (21646VIC) - (Advanced Practitioner) & Cert IV in Business (BSB40101)	-	-	-	-	\$14,490	
	\$3995	\$11,295	12	\$941.25 per month	\$15,290	
Certificate IV in Life Coaching (21646VIC) - (Advanced Practitioner of Coaching) & Cert IV in Business (BSB40101)	-	-	-	-	\$7790	
	\$2495	\$5695	6	\$2847.50 two instalments	\$8190	
	\$2495	\$6095	12	\$509.91 per month	\$8590	
Certificate IV in Life Coaching (21646VIC) - (Practitioner of Coaching) & Cert IV in Business (BSB40101)	-	-	-	-	\$5990	
	\$1995	\$4395	6	\$2197.50 two instalments	\$6390	
	\$1995	\$4795	12	\$399.58 per month	\$6790	

Payment Information:-

Course materials will only be sent once TCI have received a completed deposit by one of the following options

1. Credit Card deposit or payment in full:

Please debit my Visa Bankcard MasterCard Amex the amount of \$..... + 2% surcharge
Credit card payments are charged a 2% surcharge. Diners Club cards not accepted

Card number: Expiry Date:

Date: Signature:

2. Bank Transfer deposit or payment in full:

I have/will deposit/ed the amount of \$ Into TCI's bank account, on the (date)

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

All transfers must have your first name or surname left as a reference, You must also notify TCI when you have made the transfer to enable us to confirm the deposit & send you your course materials. Please be advised transfers may take 24 hours to land in our account

3. Cheque deposit or payment in full:

I have posted/enclosed a cheque in the amount of \$..... made payable to "The Coaching Institute" on the (date)

Ezypay payment plans:

Payments plans must be made through Ezypay, TCI cannot accept regular payments by any other means

My course (less deposit) will be paid through Ezypay over a period of _____ months

My regular amount to be paid is \$ _____ (see page 1 for amounts)

I have attached my completed Ezypay form YES / NO

You must send a completed Ezypay form to TCI for this option. Call TCI if you do not have this form.

By signing this form the Client agrees to be bound by the terms & conditions which all form part of this agreement.

Please sign here:

The Coaching Institute

Terms & conditions

Fees, suspension of course or payments etc –

1. The Course fee is non-refundable, however I may, with written notice to TCI suspend my training for a period of time due to illness etc
2. A full deposit for your chosen program must be paid in full prior to attending the intake weekend.
3. I acknowledge that should a suspension in attendance be requested, this will be at the discretion of TCI, & payments for the Course fee must continue to be paid
4. I acknowledge that should a suspension in attendance be requested, & I am unable to complete my selected Course in the membership period, I may receive an extension for my Course as per the Extension Policy outlined in the Student Handbook

Payment plans -

For those applying on an Ezypay payment plan, to enable the proper assessment of your application and in compliance with the relevant sections of the Privacy Act you:

1. Acknowledge that certain items of information in this application may be given to a credit reporting agency
2. 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
3. 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. I acknowledge that If I am paying the Fee by installments, if two of those installments are missed then the whole amount of the course Fee immediately becomes due & payable
5. If I fail to make payments as agreed then all recovery costs are my responsibility and become due to TCI



The payment in full of the investment amount to The Coaching Institute 'TCI' entitles the Client to –

1. Attend the trainings the student has selected and receive the training services provided at that training
2. Receive a copy of the training materials that are relevant to the training service that has been selected at the time of enrolment
3. One year's membership of TCI for your Certificate IV membership & eighteen months for your Diploma membership
4. Extend their membership beyond the above time by participating in the extension opportunities

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

1. To pay the Fee in its entirety; the fee is not negotiable
2. Upon being accepted into their chosen program, that all course fees for that program are due in full regardless of whether or not the student chooses to complete the modules. Changing your mind is not a reason for a refund, by signing this enrolment form we understand you have chosen your course carefully.
3. To indemnify & keep indemnified TCI from & against all loss, damage or liability (whether criminal or civil) suffered & legal fees & costs incurred by TCI resulting from breach of this agreement by the Client including if applicable any neglect or default of the Client's employees or agents
4. Not to cause or permit anything which may damage or endanger the intellectual property of TCI or assist or allows others to do so (TCI's intellectual property includes all aspects of TCI's intellectual property in whatever form associated with TCI, 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)
5. Not to solicit, deal with or engage any of the personnel provided by TCI to supply the Course for a period of two years from the date of the agreement without the prior written consent from TCI, not deal with or engage in business dealings with any TCI personnel
6. 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

Training -

1. I acknowledge that the training sessions which I will be required to participate in may be personally, emotionally and physically challenging for me and that they may be occasions in which I will feel emotional challenges including frustration, annoyance or stress. 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 TCI 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 within 5 working days of an intake weekend will incur a \$300 fee to cover the venue, catering and administrative costs. This also applies to NLP & Public Speakers face to face trainings. This fee will only be waived if a doctors certificate can be provided prior to the training commencing.
4. I agree to access all classes via phone or internet at my own cost
5. I acknowledge some training sessions will be recorded for training & marketing purposes

Miscellaneous -

I acknowledge and agree to-

1. Courses and course fees are non transferable
2. That any publicity or information provided by TCI in relation to the provision of the Course are for guidance only & are subject to alteration from time to time without consent from the Client
3. That in the event that TCI is liable to any extent under this agreement or under general law TCI's liability is to be limited to the amount of the Fee paid by the Client
4. That TCI is not liable in any way if the Course contains materials which the Client is already familiar with
5. That TCI 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
6. Assessments required to achieve competency in the Course will be conducted
7. Any certificate or statement of attainment will only be awarded once competency is achieved & upon the completion of all payments
8. To have read the Student Handbook in its entirety and particular sections Privacy Act and all legislative requirements.
9. To have understood the terms of this agreement
10. To behave in an ethical and appropriate manner throughout their training and when dealing with all TCI staff, contractors, trainers, students, clients etc
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

I have read, understood and agreed to the terms & conditions and the TCI Student Handbook

Student Name: _____

Signed: _____ Date: _____

Course start date: _____