



## ENROLMENT FORM

**FAX FORM TO: (02) 8588 1233**

Personal Details:			
Name:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Home Address:		Town/City:	
State:	Postcode:	Phone:	Fax:
Mobile:	Email:		Date of Birth:     /     /

Employment Details:			
Current Position:		Organisation/Company:	
Postal Address:			Town/City:
State:	Postcode:	Phone:	Fax:
Mobile:	Email:		

Emergency - Next of Kin Details:			
Name:			Relationship:
Home Address:			Town/City:
State:	Postcode:	Phone:	Mobile:
<b>Emergency Authorisation:</b> In case of an emergency I hereby authorise ACKM or any member of its staff (including contract staff) to call an ambulance on my behalf and/or send me to the appropriate medical practitioner as well as notify my next of kin. I accept that I will be responsible for any costs incurred.			
Signed: .....		Name: .....	Date: ...../...../.....

Enrolment Details:			
If applicable, please indicate the Professional Training Program you wish to commence or currently enrolled in.			
Professional Training Program:		New: <input type="checkbox"/>	Current: <input type="checkbox"/>
Course(s) to be undertaken:		Start Date(s):	Fee(s):
1. <input type="checkbox"/> Certificate IV in Kinesiology (HLT 42807) <input type="checkbox"/> Full-Time (12-18mths)	.....		.....
2. <input type="checkbox"/> Diploma of Kinesiology (HLT 51507) <input type="checkbox"/> Full-Time (18-24mths)	.....		.....
Other (Program/Workshop/Module Name):			
3. ....	.....		.....
4. ....	.....		.....
5. ....	.....		.....
6. ....	.....		.....

Recognition to Prior Learning (RPL):	
Do you think you might be eligible for Recognition of Prior Learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
RPL is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. Students who think they might be eligible for RPL are encouraged to apply. If you tick "yes" above for RPL you will be contacted by ACKM to discuss your options and sent an application kit that explains the process and requirements in detail.	

Declaration:		
Please read ACKM's Procedures, Schedule, Terms & Conditions available in our ACKM Prospectus or website.		
I have read and understood the terms and conditions of the training programme as outlined in ACKM Prospectus and/or Course Outlines. I agree to comply with the rules and regulations as outlined and the conditions of study. I have been given the opportunity to ask questions regarding these:		
Signed: .....	Name: .....	Date: ...../...../.....

**Marketing Details:**

Where did you first find out about ACKM and our courses?

- Internet     Demonstration     Mind Body Spirit Festival     NT Pages     Friends     Other

If Other please specify: .....

**Other Details:**

Are you an Australian citizen or have permanent status?     Yes     No

If No please specify: .....

How well do you speak English?     Very Good     Good     Not Good     Not at all

How well do you read English?     Very Good     Good     Not Good     Not at all

Do you have a disability, impairment or condition that may affect your participation in your training?     No     Yes

If Yes please specify: .....

Do have any special requirements for attendance at your nominated training?     Yes     No

Do you know of anything that might prevent you from progressing through the program?     Yes     No

If yes, please specify: .....

**Literacy & Learning Details:**

**Please complete this section of this form in front of an ACKM staff member or instructor (only required for enrolments in the Certificate IV in Kinesiology (HLT42807) or the Diploma of Kinesiology (HLT51507):**

At what age and school year did you leave school? .....

Did you enjoy school? .....

What were your favorite subjects? .....

Have you completed any other qualifications? If so, please list them. ....

What does kinesiology mean to you? .....

Why do you wish to study Kinesiology & become a Professional Kinesiologist? .....

**Payment Details:**

**ALL SECTIONS MUST BE COMPLETED IN ORDER TO PROCESS ENROLMENT.**

In order to enrol, a full payment or a deposit, as outlined in the ACKM Prospectus and/or Course Outlines, is required for your elected Training Program, Workshop or Module to reserve your place. All remaining fees are due as outlined in the ACKM Prospectus and/or Course Outlines. **Note: Enrolment & Payment is required prior to attending your chosen ACKM course. Credit Card payments accepted are: Visa, MasterCard, Bank Card, or American Express. All payments are in Australian Dollars and all credit card payments attract a 2.5% processing fee surcharge.**

Will you be receiving study grants while enrolled with ACKM? If so please specify:  Austudy  Abstudy  Other .....

I will be paying in full for the course(s) outlined below:  Yes  No

If NO, I will be paying a deposit for the course(s) outlined below:  Yes  No **(Please Note: Enrolments will not be accepted without a deposit)**

If YES, I will be paying the outstanding balance for the course(s) outlined below:  In Full  By Instalments (If electing Instalment payments, please complete the ACKM Instalment Payment section of this form)

I choose the following study option (if applicable) for the course(s) outlined below:  Option A (Week Day)  Option B (Weekends)  Option C (Week Nights)

**Certificate name:**

Please use large block letters to print your name as you would like it to appear on your certificate

Code	Name of Program/Course/Workshop/Module	√	Total Fee	√	Early Bird*	Office use only
HLT42807	<b>Certificate IV in Kinesiology</b> (Note: Fee includes an application fee of \$195) +		<b>\$7990.00</b>		<b>\$7191.00</b>	Date rec'd
HLT51507	<b>Diploma of Kinesiology</b> (Note: Please add an additional application fee of \$195 if required)*		<b>\$12380.00</b>		<b>\$11142.00</b>	Receipt #
HLT-Combination	<b>Certificate IV PLUS Diploma of Kinesiology - SPECIAL OFFER</b>		<b>\$19370.00</b>		<b>\$17333.00</b>	Amount:
HLT-Deposit	<b>\$895 for individual qualification - \$1790 for a combination</b>					Student No:
Other						ID Card Issued:
	<b>Adjusted FEE by ACKM (due to RPL's or other):</b>					Status: FT PT

(Note: All payments for Certificate IV & Diploma of Kinesiology do not incur GST. All other payments and amounts above for any other courses/workshops/programs are inclusive of GST). **All credit card payments incur an additional 2.5% processing fee. \*Early Bird Fee must be paid in full 7 days prior to chosen course commences. \*\*Adjusted Fee will be provided by ACKM if applicable and if any RPLs requested.**

**Total Amount (from above)\$ =**

\*Note: There is a one off application fee of \$195 to ACKM & ICPKPA as the national registered training organisation administrating the Cert IV in Kinesiology & the Dip. Of Kinesiology. This fee is paid on enrolment in the Cert IV in Kinesiology through ACKM and included in the fees above. Students who are enrolling in the Dip. Of Kinesiology with ACKM and have completed the Cert IV in Kinesiology through another institution would need to add this \$195 application fee to the above Diploma fees. Where this non-refundable fee has not been previously paid, it is included in the Deposit above.

**Payment Type:**  cheque  money order  credit card  cash  Direct Debit - EFT^

^ For Electronic Funds Transfer (EFT) the following are the bank details (Note: A copy of the Direct Debit receipt is required before processing enrolment):

**Account Name:** Australasian College of Kinesiology Mastery **BSB:** 012-275 **Account Number:** 486112028

**Please debit the above total fee from my:**  Master Card  VISA  Amex

Credit Card Number:

Expiry Date:  Full Name on card: .....

I agree to abide by the conditions of enrolment and authorise the above sum to be debited from my credit card. I am over 18 years old and I understand that all credit card payments incur an additional 2.5% processing fee.

Signed: ..... Date: ..... / ..... / .....

Please make cheques payable to ACKM and post to address on this form.

Monthly Instalment Payment Details:

IF ELECTING THE MONTHLY PAYMENT OPTION ALL SECTIONS MUST BE COMPLETED IN ORDER TO PROCESS ENROLMENT.

If electing to pay your FEES by interest free monthly instalments, this section needs to be completed In full in order to enrol in your elected Training Program, Workshop or Module and to reserve your place. Note: Interest Free Instalments are only available for the Certificate IV, Diploma or combination enrolments. Enrolment, payment of deposit & Instalment Payment details are required prior to attending your chosen ACKM course. Credit Card payments accepted are: Visa, MasterCard, Bank Card, or American Express. All payments are in Australian Dollars and all credit card payments attract a 2.5% processing fee surcharge.

CERTIFICATE IV IN KINESIOLOGY (HLT42807)

I will pay by instalments the amount totalling \$7990 less the deposit of \$895 being : OR the amount of being the revised fee due to RPLs etc less deposit and as agreed by ACKM.

Monthly Instalment:\* \$ X Number of months: 12 OR months as agreed by ACKM (Final payment adjusted according to balance due)

I will pay my instalments by: cheque money order credit card cash Direct Debit - EFT

\*You may decrease your repayments by increasing your deposit. Your monthly instalment is calculated by deducting the total amount due, less enrolment deposit paid and dividing the balance over the number of agreed months.

DIPLOMA OF KINESIOLOGY (HLT51507)

I will pay by instalments the amount totalling \$12380 less the deposit of \$895 being : OR the amount of being the revised fee due to RPLs etc less deposit and as agreed by ACKM.

Monthly Instalment:\* \$ X Number of months: 18 OR months as agreed by ACKM (Final payment adjusted according to balance due)

I will pay my instalments by: cheque money order credit card cash Direct Debit - EFT

\*You may decrease your repayments by increasing your deposit. Your monthly instalment is calculated by deducting the total amount due, less enrolment deposit paid and dividing the balance over the number of agreed months.

COMBINATION ENROMENT - (Certificate IV PLUS Diploma of Kinesiology)

I will pay by instalments the amount totalling \$19370 less the deposit of \$1790 being : OR the amount of being the revised fee due to RPLs etc less deposit and as agreed by ACKM.

Monthly Instalment:\* \$ X Number of months: 30 OR months as agreed by ACKM (Final payment adjusted according to balance due)

I will pay my instalments by: cheque money order credit card cash Direct Debit - EFT

\*You may decrease your repayments by increasing your deposit. Your monthly instalment is calculated by deducting the total amount due, less enrolment deposit paid and dividing the balance over the number of agreed months.

I WILL BE PAYING MY INSTALMENTS BY CREDIT CARD - AUTHORISATION

I authorise monthly deductions\* from my credit card (listed below) in the sum of \$ to be made on the first day of each month until payment for my qualification is made in full.

Please debit the above fee from my: MasterCard VISA Amex

Credit Card Number

Expiry Date: Full Name on card:

\*I agree to abide by the conditions of enrolment and authorise the above sum to be debited from my credit card. I am over 18 years old and I understand that all credit card payments incur an additional 2.5% processing fee.

Signed: Date: / /

I WILL BE PAYING MY INSTALMENTS BY CHEQUE/MONEY ORDER

I enclose my cheque / money order made out to Australasian College of Kinesiology Mastery (ACKM) and on the first day of each month agree to pay the appropriate amount until payment for my qualification is made in full.

**I WILL BE PAYING MY INSTALMENTS BY DIRECT CREDIT INTO ACKM'S BANK ACCOUNT**

I will transfer on the first day of each month, monthly payments in the agreed amount into ACKM's nominated bank account below until payment for my qualification is made in full.

ACKM's Bank details are as follows:

ANZ Bank BSB: 012275 Name of Account: Australasian College of Kinesiology Mastery Account No: 486112028

**IMPORTANT NOTE:** Please include your name as a reference on all deposits

**Refund & Late Payment Policy**

- I understand and agree to abide by all the terms & conditions as outlined on the ACKM enrolment form.
- I understand that a late payment fee of \$25 per payment applies for any payment received after the agreed payment date mentioned above or for any payments that are dishonoured or not approved when processed by credit card or banked by cheque.
- I understand that my enrolment fee (deposit) is non refundable in all circumstances whether I pay by instalments or in full in one payment.
- I understand that my deposit is non refundable unless I withdraw my application in writing within the ten day cooling off period.
- I understand that if I withdraw (in writing) from study at ACKM before the completion of my qualification, the following refunds or **fees due apply** when notice is received by ACKM:
  1. 50% of fees refunded or 50% of fees are due for all tutorials/modules delivered after sixty one days from the date withdrawal received
  2. 25% of fees refunded or 75% of fees are due for all tutorials/modules delivered between sixty and thirty one days from the date withdrawal received
  3. 0% of fees refunded or 100% of fees are due for all tutorials/modules delivered between thirty days or less from the date withdrawal received
  4. 0% of Deposit Refunded
- Advice of withdrawal must be made in writing and the refund policy applies from date advice is received by ACKM.
- Written advice must be sent by registered mail or hand delivered to the Registrar or Principal. Verbal, fax or email advice is not acceptable.
- I agree to inform immediately ACKM of changes to my contact details. If there are circumstances that affect my ability to make my payments as agreed, I will immediately contact the Principal to discuss the matter.

I understand and agree to abide by the above conditions of payment ..... Date .....

**OFFICE USE ONLY:**

Course: ..... Unit Code: .....

Application Received: ..... Student Card Issued: .....

Application processed by: ..... Student ID: .....

Date Fees Deposited into Account: ..... Date of end of Cooling Off Period: .....

Terms & Conditions explained & signed by student: .....>..... Campus/Trainer: .....

Course/Workshop attended during cooling off period:  Yes  No Fees Paid:  Yes  No LLN Outcome:  Yes  No

**Admission to courses**

There is no entry requirement to the Professional Programs or Workshops offered by Australasian College of Kinesiology Mastery (ACKM), however applicants must have reached 18 years of age, and be of sound mind and body, and also enjoy co-ordination of both upper and lower limbs for the performance of muscle tests in Kinesiology workshops. To qualify for admission, students must be able to perform at a high level of competency in all phases of theoretical and practical training. **ACKM seeks students whose primary motivation is personal growth and a desire to improve the health, quality and dignity of people's lives.**

**Enrolment Procedure**

1. Complete the appropriate enrolment form in the chosen ACKM program or course and return to the college.
2. For Professional programs you will need to attend an interview, in person or conducted by phone, with the Principal Instructors (Senior Faculty).
3. Pay the deposit as stated for that particular program or workshop in the ACKM prospectus.
4. ACKM at any time reserves the right, without prejudice, to change policies, prices, course codes, study guidelines and schedules contained in any brochures, fliers, prospectus or other promotional material as required.
5. ACKM reserves the right at any time without notice, to substitute any trainers, course material or texts in the event that they are unavailable, or needing to be upgraded.
6. On issue of ACKM's official receipt for fees paid, it is deemed that the student has entered into an agreement with ACKM to study, either by attendance or through distance education with assessments submitted on a regular basis. The assessment criteria for individual programs will be handed out in class at the beginning of those programs or at an allocated time as deemed by ACKM.
7. ACKM reserves the right, without explanation or prejudice, to terminate the agreement for enrolment of any enrolled student. In this event, refund policy guidelines will apply. A Statement of Attainment will be issued for relevant competencies and completed workshops to date.

**Recognition of Prior Learning (RPL)**

8. Enrolled students wishing to apply for any RPL must advise ACKM prior to commencement of relevant program or workshop. Forms are available for this purpose.
9. Students are required to supply evidence of original qualifications, work experience, and other relevant certificates on application for enrolment at ACKM. Fees apply.
10. Credit Transfers are recognised for qualifications and statements of attainment issued by other Registered Training Organisations and Industry Accredited Training Institutions.

**Deferment of Study**

11. ACKM recognises a one year deferment of study period for professional programs. Students wishing to defer their studies must advise ACKM in writing. Any fee increases or policy changes made during their time of deferment apply to the student on re-activation of enrolment.
12. In the event of a student wishing to defer studies, no refunds will be given outside the 10 day cooling off period. No further texts or materials will be issued and in the event that new materials or texts are upgraded, the student is liable for replacement of the new material when re-activating their studies or re-enrolling. If they request RPL for any work previously, completed, an administration fee applies.
13. If a student fails to submit assessment work for a period exceeding three months after the end of the semester, or end of a deferment period, it will be presumed the student has discontinued study.

**Pricing & Payment Policy**

14. Apart from the non refundable enrolment fee for professional programs, all course fees received are subject to a 10 day cooling off period. Other than the allocated course manuals and texts, fees do not include any additional manuals, texts or resources required by the student.
15. To pay by Credit Card please fill in the relevant information on the bottom of the enrolment form. Payment can be made by VISA, Bankcard, MasterCard or American Express. All Credit Card transactions incur an additional 2.5% processing fee.
16. If payment by instalment, contact ACKM for an Application for Payment form.
17. Make cheques payable to Australasian College of Kinesiology Mastery for all programs. Do not send cash through the mail. Once the application and payment is received, confirmation of registration will be posted to the student. Refer also to our refund policy.
18. GST is charged on all courses offered by ACKM other than the Certificate IV in Kinesiology (HLT42801) and/or Diploma in Kinesiology (HLT51507).

**Refund Policy**

19. Refunds will be made in the event that a course is cancelled by ACKM.
20. In either case whether a course is cancelled by ACKM or whether a student withdraws from a program, the cost of materials as set by ACKM, manuals, workbooks etc that the student has already received or have been prepared by ACKM for the student will not be refunded. Any claims for refunds on material or texts issued will only be made in the event of goods damaged in transit, if sent to the student by mail, and a claim made in writing to ACKM within seven days of receipt of goods.
21. In the event that a student cancels enrolment in writing during the ten day cooling off period, refund less \$195 administration fee and \$95 enrolment fee will be made.
22. In the event that a student cancels enrolment in writing after the ten day cooling off period, the following policy is applied to money held by ACKM for units / tutorials / classes not yet taken by the student. Advice of withdrawal must be made in writing and the refund policy applies from date advice is received by ACKM. Written advice must be sent by registered mail or hand delivered to ACKM. Verbal, fax or email advice is not acceptable.

The following refunds or fees due apply when notice is received by ACKM:

- 50% of fees refunded (if student has paid in advance) or 50% of fees are due for all tutorials/modules delivered after sixty one days from the date withdrawal received
- 25% of fees refunded (if student has paid in advance) or 75% of fees are due for all tutorials/modules delivered between sixty and thirty one days from the date withdrawal received
- 0% of fees refunded (if student has paid in advance) or 100% of fees are due for all tutorials/modules delivered between thirty days or less from the date withdrawal received
- 0% of Deposit Refunded. This applies regardless of whether the student has paid a one upfront payment which includes the deposit or the deposit and then monthly instalments.

23. If a student fails to attend a class or tutorial, 100% of the full fee of that class or tutorial is payable to or retained by ACKM (whichever applies). Full payment of the class / tutorial is to be paid by the student for the next available class / tutorial should they wish to continue their studies.

24. In the event that the conditions described in item 22 ensue, the student may reactivate enrolment within twelve months and any price increases must be paid prior to receipt of any material for further study.

25. In the event that ACKM cancels a student's enrolment either prior to or during studies, a pro rata refund will be made, based on course information. Cost of materials will not be refunded.

26. In the event that a student fails to attend their scheduled course or tutorial, no refund will be given for course fees or materials. If a similar course or tutorial is scheduled within the period of their qualification study, they must prepay for that course at the current fee structure, and at their own cost, ensure that they have the current edition of manuals and texts. Alternatively a student may elect to have private tuition, at student's cost, with an ACKM faculty or approved trainer by ACKM, in order ensure they may continue with their professional qualification study.

**Cancellation of Courses**

27. In the event of insufficient enrolments, ACKM reserves the right to cancel or postpone any course up to three days prior to the commencement of the course.

28. In such cases, students will be advised in writing that their fees will be credited towards the next scheduled course, or fees will be refunded in full.

**General Information**

29. Courses taken with ACKM are for educational and instruction purposes. Sole responsibility is taken by the student for any action taken or treatments given by students before or after competency is recognised.
30. Neither ACKM, its affiliated organisations, nor ACKM's principals take responsibility under any circumstances for any claims, damages or otherwise taken or made by its students either before, during or after study, even while using formats or concepts learned or derived from the study courses.
31. What to bring to class: Bring a willingness to learn and an open mind and heart. Bring an A4 note pad. You will be provided with individual class notes and assessment journals etc as required, so bring your highlighters. Wear comfortable clothing. You can bring lunch, and there is a kitchen area with tea, coffee and filtered water provided. There are a number of cafés and restaurants in the area.
32. Punctuality: This is a habit you will need to cultivate as a practitioner. ACKM requires students to be at class before time.
33. Completion of Work on time: The assessment program ACKM uses is designed to encourage students to keep up-to date with their training. This will be further explained in class.
34. Competency: Becoming a Registered Kinesiology Practitioner involves more than learning facts and information, and then being able to regurgitate it for an examiner. It is also about being able to use skills and techniques and the application of information. These too are assessed. However, the manner of conduct, the attitudes and feelings are perhaps the most defining quality of a Kinesiologist and these too are taught and continuously assessed through student self-awareness, comments, thoughts, considerations and input from faculty and fellow class members. The self-reflection and peer review aspects are an important aspect of self-discovery, learning and personal development.
35. Interaction between class members: ACKM encourages respect for every student, regardless of race, belief or age, and requires full participation in class activities. This will include partnering with a variety of people in class to ensure a broad spectrum of experience. At all times a person's dignity is honoured and cultural sensitivity will be observed.

**Declaration:**

I have read and understood the terms and conditions of the training programme as outlined in ACKM Prospectus and/or Course Outlines and Procedures. I agree to comply with the rules and regulations as outlined and the conditions of study. I have been given the opportunity to ask questions regarding these:

Signed: .....

Name: .....

Date: ...../...../.....

# ACKM STUDENT's CODE of ETHICS

- I set a credible, honourable and ethical example for my (future) profession as a Registered Kinesiologist.
- I will continue my own self development through kinesiology and other modalities, being responsible for realising my own truth and encouraging others to do the same.
- I will honour my financial responsibilities.
- I honour my personal commitment to my (future) profession through compassion, caring, and love for myself, my fellow beings and our world.
- I acknowledge that the purpose of kinesiology is to support and reinforce the body's innate ability to heal itself.
- I agree to use the energy model, to accept what presents in the person and not to focus on difficulties but on their potential.
- I declare I will never establish a diagnosis, nor prescribe a treatment unless I already possess the appropriate qualifications.
- I recognise that the responsibility for choice before, during, and after a balance is the prerogative of the person with whom I work.
- I acknowledge that the muscle test is a bio-feed back mechanism and does not take the place of rational thought, feelings, choice or decisions.
- I respect that each of us is our own authority and no person can decide for another. I consider myself as a companion on the person's journey to wholeness.
- I agree to facilitate the knowing participation, awareness and growth of the person.
- I respect the political, spiritual and personal beliefs of the people with whom I work and never impose my own beliefs on them.
- I will not judge, criticise or blame the person with whom I work.
- I will conduct myself with honesty, integrity, respect and courtesy.
- I accept and acknowledge the limitations of both myself and my future profession. If in doubt I will refer to someone with greater training.
- I promise to never represent myself as a medical doctor nor to substitute myself for a primary care practitioner.
- I will conform to the legislation of the country and respect human rights and dignity.
- I will not defame or criticise other models of kinesiology, medicine or healing.
- I respect confidentiality and professional secrets; all that is said to me, all that I see or participate in (names and addresses too).
- I agree to ask (a teacher) for help if my client's (partner's) emotional reactions are greater than the limits of my skill and experience.
- I honour the right of all to free thought and free will and I will refuse all forms of dogma.
- I will not use the practitioner-client relationship to gain social, sexual or other personal advantage.
- I acknowledge that sexual intimacy between a practitioner and client is neither professional nor ethical.
- I commit myself to achieving competency to a minimum industry standard of Certificate IV (HLT42807) before practising the profession of kinesiology as a kinesiologist.
- I agree that prior to receiving the qualification that I have enrolled in, I will indicate clearly to any person with whom I do any practical work outside of the college that I am a student and have not yet reached competency in all my work
- I will not represent myself as an employee, staff member, Instructor, Supervisor, Tutor or spokesperson of the International College of Professional Kinesiology Practice (Australia) P/L trading as ICPKP Australasia or its campuses without written permission of the CEO.

## Declaration:

I have read and understood the code of ethics and I agree to comply with this as outlined above.

Signed: ..... Name: ..... Date: ...../...../.....