S.H.A.R.E
Self-**H**ealth **A**ction **R**esponsibility & **E**nrichment

ENROLMENT FORM or use Online Booking at www.share.org.au

PERSONAL DETAILS

Surname Name	
First Name	
Address	
Mobile Number	
Email	
Date of Birth	
Gender	
Emergency Next of Kin Name Phone & Relationship	

LANGUAGE AND CULTURAL DIVERSITY DETAILS

Country of birth? Australia or Other	
Do you speak a language other than English at home? Please specify and how often	
How well do you speak English?	
Are you of Aboriginal or Torres Strait Islander	
Current and/or Previous Occupation	
Main reason for undertaking this class How did you hear about SHARE's program?	

CLASS DETAILS

Class Number	Date	Time	Location	Class Fee ($)
Total Payable				

Name on Card	
Card Number	
Expiry Date	

Payment Method ○ Cash ○ Cheque ○ EFT

PAYMENT DETAILS

Credit Card: Visa, MasterCard (Amex is not accepted)
Direct Deposit /Bank Transfer to St George Bank.
Account Name: **SHARE SMR** BSB: **112-879**
Account Number **055 467 062**
Reference Number is Your Surname, Initial and Phone Number

Acknowledgement of Enrolment Policy, I hereby confirm that the information supplied on the form is correct. I have read and agree to the conditions stipulated on the reverse side of this form. I accept that it is a condition of my enrolment that I abide by all SHARE policies and procedures.
D**ECLARATION:** I, the undersigned, acknowledge that the above assessment includes participation in physical activities, including but not limited to, various exercises I have enrolled.

Signed Participant: _____ Date: _____

Suite 2, Level 3, 36-42 Princess Street, Brighton Le Sands | PO Box 125 Brighton-Le-Sands 2216 | Ph. 02 8580 0628 Fax: 9533 4422
E: info@share.org.au |share.org.au |ABN 38 290 369 843

ENROLMENT POLICY:

General

- If participant does not agree to be bound by these terms and conditions of enrolment, enrolment should not be proceed
- These terms and conditions of enrolment apply to all participants who may enroll for any classes offered by SHARE by enrolling to a specific class/s, it shall be deemed that the participant agrees to be bound by these terms and conditions of enrolment
  General Conditions:
- The participant acknowledge that it is a condition of their enrolment that they abide by all SHARE policies and procedures
- The participant agrees to accept responsibility to inform SHARE of any changes in the information supplied on the enrolment form within the prescribed time period of which the participant is aware
- SHARE reserves the right to refuse admission to a class/s to any participant, the participant will be informed and fees refunded
- The participant must ensure the criteria for enrolment as stipulated in the class information have been met in full
- The participant must demonstrate acceptable behavior and ensure it does not contravene SHARE mission and vision statement
- The participant must not bring SHARE's reputation into question or disrepute by any inappropriate action taken
- Participants to promote SHARE in a positive manner
- The participant confirms that by submitting the enrolment form he/she indicates his/her willingness to register for the class and to accept all responsibilities for payment of class fees as set.

Classes not suitable for those with cognitive impairment, dementia, or walking aids.

• As a safeguard to yourself and other participants, you must not participate in class if you have:

♦ Unwell, have any flu like symptoms or confirmed COVID-19

♦ Physical ailment, such as tinea, an open cut, sore or wound or incontinence – for water based classes only.

♦ Other risk, however small, to other participants, Leader/s.

Payment methods: As indicated on the reserve of this form.

Classes must be booked and paid for in full in advance on **Semester** basis.

Once payment has been processed a receipt will be emailed to you only upon request. You are not required to take your receipt to your class.

Your enrolment is not complete and you are not entitled to attend class until you have paid the required class fees or exempted from SHARE fee and the participant will remain liable for the full class fee.
New members can enroll at any time subject to availability and will be charged at the time of enrollment the pro-rata rate for remaining classes in the term.

SHARE reserves the right to:

- Run, withdraw or cancel any class and/or hold a class at any venue other than that advertised.
- Alter the times, dates or venue for the whole or part of the class and/or offer you a new/alternative class.
- If any of these class changes become necessary, you will be advised of the changes and the alternative arrangements
-

Taking of photos and or videos is not permitted in any SHARE class and venue setting SHARE utilizes

Note: SHARE is a not for-profit organisation committed to providing caring, affordable and sustainable classes. The participant consents that personal information may be used for communication about his/her enrolment and related activities. Please note this does not include your personal details such as name, address or private information.

Refunds, Credits and Cancellations

SHARE does not accept responsibility for participants' non-attendance of classes due to changes in personal or business circumstances/commitments during the term.

SHARE does not offer make-up classes for non-attended classes. Participants who withdraw from a course within at least 5 working days' notice before the course begins may request a refund.

In the event that you are unwell and unable to attend your class/es a refund may be requested. by completing an application form, which can be obtained from the SHARE office Refund requests will be processed for **medical reasons only** with an accompanying medical certificate.

Backdated medical certificates will not be accepted. An administration fee of $20 per course will be charged for processing refunds.

SHARE reviews the viability of each class prior to commencement of term.

- If SHARE cancels a course and a suitable alternative is not available, a full refund of your course fee will be issued.
- If SHARE cancels an individual class/es due to leader illness or a venue issue, we will endeavour to find a replacement leader/venue. If it is not possible to secure a replacement Leader/venue a class refund will be issued

Please allow 2 to 3 weeks processing for all refund types.

Holiday

Classes do not operate on public holidays. Any exceptions to public holiday these fees will be marked with ** on the timetable.

Pre-activity Questionnaire Consent Form

Must be completed and submitted on yearly basis. Medical clearance by a GP must also be provided if required.

Annual Survey

You are required to complete an annual survey.

Management of risk of harm to Instructors, Staff, participants and visitors

It is our aim to provide an appropriate and safe environment to suit everyone's needs and maximize our and your success. SHARE is required by law to ensure the health and safety of staff, instructors, participants and visitors. In order to meet these legal obligations it is necessary for us to assess and manage any known risks including aggressive, rude or violent behavior. For these purposes "violence" is not restricted to physical acts. It includes any behavior that interferes with the wellbeing of others. SHARE reserves the right to decline your enrolment if SHARE guidelines, policies and procedures are contravened.

Security and Privacy

SHARE is committed to the protection of privacy of the participant. Personal information of the participant is confidential and will only be made available where SHARE has to comply with statutory requirements. From time to time SHARE will need to use your comments or photos for marketing purposes in which case a formal consent will be obtained from you.

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Your support and cooperation is appreciated