

ENROLMENT POLICY:

General

- Enrolment in any of the class/s presented by SHARE at any venue would result in this terms and conditions finding application
- If participant does not agree to be bound by these terms and conditions of enrolment, such enrolment should not be proceeded with
- 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 in which case the participant will be informed and applicable fees will be 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 out in the registration information

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

Payment of Class Fees

Classes must be booked and paid for in full in advance on **x 2** Semester basis. 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.

Discounts

10% Discount applies for participant's enrolling in two (2) or more classes. Discounts **do not apply** to subsidized classes.

Receipts

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.

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

Refunds, Credits and Cancellations

SHARE SMR INC does not accept responsibility for participant's nonattendance of classes due to changes in personal or business circumstances/commitments during term. Instead, participants are allowed a maximum of 2 make-up classes in the term in which they are enrolled where an alternative is available, with permission of the other class leader. Credit will not be issued for classes missed due to personal circumstances/commitments so please make your enrolment decisions carefully.

If SHARE cancels a course and a suitable alternative is not available, a full refund of your course fee will be issued. Please allow 4-6 weeks for processing.

Participants who withdraw from a course before it begins will not receive a refund unless notice is received at least 6 working days prior to the commencement of the course. An administration fee of \$20 per course will be charged for processing **all** refunds.

If an individual class is cancelled due to leader illness or a venue problem, we encourage participants to take a make-up class. Credit will not be issued if the opportunity of a make-up class is available.

In the event you are unwell and unable to attend a class the General Manager of SHARE may consider a credit or refund. Applications must be made in writing to the GM and supporting documentation such as a medical certificate and the attendance sheet will be required. Each case will be assessed on its merit and the GM's determination will be final. A 50% administration fee will apply for each course.

Note: Backdated medical certificates will not be accepted.

Holiday

Note SHARE classes do not operate on **public holidays**. Any exceptions to public holiday these fees will be marked with ** on the timetable and fee shown in the text applies.

Transfers

You may transfer to another class provided vacancies exist and it is in the same term. You will be required to pay additional fees if the transferring class is more expensive than the one originally enrolled in.

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.

SHARE is required by NSW Health to provide statistical information on a yearly basis. 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.**

Note: SHARE is a not-for-profit organisation committed to providing caring, affordable and sustainable classes.

Your support and cooperation is appreciated.



SHARE INC is proudly supported by:

South Eastern Sydney Local Health District & Sydney Health Local district