

HOW TO ENROLL

PLEASE READ THIS PAGE VERY CAREFULLY TO AVOID MAKING MISTAKES WHEN FILLING IN AND RETURNING TO SMART BOWEN.

Complete ALL sections of the enrollment form using either black or dark blue pen.

If a question is not applicable to you please indicate by writing N/A in the appropriate box.

The policies and procedures are posted on our website at www.smartbowen.com for you to read through prior to signing your application. They are accessed from the home page via the "Policies" button.

Select the course that you wish to enroll in by placing a tick in the box along side of the description.

Indicate which state or states you are prepared to attend training intensives.

Please ensure that you have signed the form in the appropriate place and designated how payment will be made, before submitting to Smart Bowen Pty Ltd.

All fees and services provided in these training programs are subject to change without notice.

Payment Options

Payment is required at the time of enrolment unless otherwise organized. If enrolling more than 4 weeks prior to a course, the payment options should still be filled in. Smart Bowen reserve the right not to process your application form until the due date.

If you are unsure about how much to pay please contact the Smart Bowen Office for further information on: 03) 5429 2010 or by email: info@smartbowen.com

Payment can be made by cheque, money order, cash, electronic transfer or credit card. Please note that Credit Card payments will incur a 2% charge in addition to the nominal fee.

Cheques are to be made payable to: Smart Bowen Pty Ltd.

Electronic transfers should be sent to the account listed on the payment sheet on page 9.

Please ensure electronic payments show your name for ease of tracking on our statements, and in addition please email - info@smartbowen.com the same day the electronic transfer was made, to confirm the transaction.

Once completed, **post** the enrolment form pages **6 to 9** and payment (if paying by cheque) to:

Smart Bowen Pty Ltd

P.O. Box 198

Lancefield

Victoria 3435

Alternatively you may **fax** your enrolment pages **6 to 9** to: **03) 5429 2022**

Please email info@smartbowen.com the same day of faxing to confirm that your fax was received.

COURSE FEES

Equine Essentials

Open to the animal owner and students enrolling in the Diploma.

Equine Essentials - Module 1 - Training Intensive

Introduction to Bowen Therapy - Bowen Theory/Moves 2 Days \$440.00 Due with application
Bowen Therapy Manual supplied

The office usually require application forms to be submitted 4 weeks in advance of any course running. Please contact the office should you be unable to do this, so we can make alternate arrangements if possible.

Diploma in Equine Smart Bowen Therapy

Open to the students enrolling in the Diploma

Module 2 - Training Intensive

Bowen Theory/Moves, Closed Book Assessment & Revision 2 Days \$ 610.00 Due 4 weeks in advance
Goody textbook & Bowen Therapy manual supplied

Module 3 - Training Intensive

Bowen Theory/Moves, Closed Book Assessment & Revision 3 Days \$ 810.00 Due 4 weeks in advance
Bowen Therapy manual supplied

Module 4 - Training Intensive

Bowen Theory/Moves, Closed Book Assessment & Revision 3 Days \$ 810.00 Due 4 weeks in advance
Bowen Therapy manual supplied

Module 5 - Training Intensive

Bowen Theory/Moves, Closed Book Assessment & Revision 5 Days \$1345.00 Due 4 weeks in advance
Bowen Therapy manual supplied

Module 6 - Training Intensive

Revision, Final Closed Book and Practical Assessment 2 Days \$ 600.00 Due 4 weeks in advance

Course Material

After each training intensive (Modules 1 to 5) students purchase additional 'home study' material required for assessment purposes. The fee is inclusive for marking purposes (by an assessor) plus material delivered.

The Course Material may be paid for separately or included with each Module. This is only applicable for student enrolling in the Diploma

Example: Module 1 \$440 or Module 1 \$440 + Course Material \$95 = \$535

Module 1 - Course Material

Case Studies / Open Workbook / Log Book \$95.00 Due prior to / or immediately after training intensive

Module 2 - Course Material

Case Studies / Open Workbook \$95.00 Due prior to / or immediately after training intensive

Module 3 - Course Material

Case Studies / Open Workbook \$95.00 Due prior to / or immediately after training intensive

Module 4 - Course Material

Case Studies / Open Workbook \$95.00 Due prior to / or immediately after training intensive

Module 5 - Course Material

Case Studies / Open Workbook \$95.00 Due prior to / or immediately after training intensive

ADDITIONAL COURSE FEES - Page 1

The Diploma in Equine Smart Bowen Therapy comprises of all the training intensives and Course Material requirements as outlined on the previous page, and those outlined on this page.

The student may have attained one or more of these Module/Units already outlined on this page, through prior education processes, work or personal related experiences. Students may therefore apply for Recognized Prior Learning (RPL). On the Smart Bowen website www.smartbowen.com, under the icon 'Down Load Forms', an RPL Kit in PDF format, may be printed off, filled in and returned to the Smart Bowen office for review. The student will need to supply evidence to support the RPL process that has been submitted for credit.

If the student is unable to apply for RPL then 'any or all' of the Modules/Units outlined below need to be completed to obtain the Diploma in Equine Smart Bowen Therapy

Module/Unit - Anatomy and Physiology

The student may obtain this Module/Unit of study from two providers.

1. Smart Bowen Therapy provide a nationally recognized human Anatomy and Physiology correspondence program that meets the requirements within the Equine Diploma.

Additionally this program crosses over to the Small Animal Certificate IV and up to the Smart Bowen People CIV, Diploma & Advance Diploma, and may meet the requirements of other human health related training programs that are nationally recognized.

There are 4 Module/Units required to meet the Equine Diploma. A textbook is provided and inclusive in the fee. **The program may be paid in full up front or paid by per unit.** Contact Smart Bowen for a separate application form for enrolment.

Module/Unit - Smart Bowen

4 x Anatomy and Physiology + textbook/manuals

\$ 930.00 Paid in full prior to delivery
Or
Paid by instalment prior to delivery

OR

2. Tamworth TAFE provide an equine anatomy and physiology correspondence program suitable to meet the requirements of the Equine Diploma.

Students requiring further information about this program or who would like to enrol need to contact Amanda Lord at Tamworth TAFE on Ph: (02) 67682369 or E: amanda.lord@tafensw.edu

It is important to note that the enrolled student will have 12 months maximum from date of enrolment to complete the program. Failure to do so will incur a full re-enrolment fee.

Module/Unit - Understanding Horses

Anatomy and Physiology (Tamworth TAFE)

\$1000.00 (subject to change) Pay Tamworth TAFE

ADDITIONAL COURSE FEES - Page 2

The Diploma in Equine Smart Bowen Therapy comprises of all the training intensives and Course Material requirements as outlined on the previous page, and those outlined on this page.

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If the student is unable to apply for RPL then 'any or all' of the Modules/Units outlined below need to be completed to obtain the Diploma in Equine Smart Bowen Therapy

Module/Unit HLTA301B - Senior First Aid

Students are required to complete a nationally recognized Senior First Aid course or hold a current Senior First Aid certificate.

Module/Unit -

\$Variable (approx. \$150)

If this unit is required, we advise the student to research thoroughly the courses available within their own state as deliverance time and prices vary considerably.

Modules/Units - Common Competencies

Students are required to complete Modules/Units of study that are inclusive in all nationally recognized training programs that are delivered within the health field (animals or humans). See above notes for more details.

Module/Unit - HLTIN301A

Comply With The Infection Control Policies and Procedures in Health Work \$120.00 Due prior to delivery

Module/Unit - HLTCOM406B

Administering A Practice \$240.00 Due prior to delivery

Module/Unit - HLTCOM6A

Making Referrals To Other Health Care Professionals When Appropriate \$120.00 Due prior to delivery

In Summary

The total investment of the Diploma Equine Smart Bowen Therapy with no RPL credits being applied for.

Module 1 - Equine Essentials Training Intensive	\$ 440.00
Module 1 - Course Material	\$ 95.00
Module 2 - Training Intensive	\$ 610.00
Module 2 - Course Material	\$ 95.00
Module 3 - Training Intensive	\$ 810.00
Module 3 - Course Material	\$ 95.00
Module 4 - Training Intensive	\$ 810.00
Module 4 - Course Material	\$ 95.00
Module 5 - Training Intensive	\$ 1,345.00 (only delivered in Victoria)
Module 5 - Course Material	\$ 95.00
Module 6 - Training Intensive	\$ 600.00
Module - Anatomy and Physiology	\$ 930.00 (Smart Bowen or \$1000 Tamworth TAFE)
Module - Senior First Aid	\$ 150.00 (variable)
Module - Common Competencies x 3	\$ 480.00
Total	\$ 6,650.00

Important Items To Note

Permanent instructors reside in Perth region (WA), Melbourne region (VIC) and Sydney region (NSW), Instructors fly in to Adelaide (SA) and Canberra (ACT) and Brisbane (QLD) to deliver programs.

All training programs commence when student attendance is at an optimal level, and then each subsequent training intensives for the Diploma will be spaced approximately 12 weeks apart, where permitted. Regularity of deliverance for each training intensive will be determined by variables such as public holidays, school holidays, venue availability, student numbers in attendance etc.

Should the student numbers fall below a minimum level, the training intensive will be cancelled and rescheduled for a later date. Should this occur the student has two choices (1) to wait and attend the training intensive at the rescheduled date in their own state or (2) transfer to a different state to attend the same training intensive required.

Should there be no training intensives available in any of the states close to the required time, then the student may contact Lea Smart at Smart Bowen to discuss whether alternate arrangements may be made to accommodate continuance of training.

Until further notice, Module 5 - Training Intensive will only be delivered in Melbourne (VIC) once a year, in the month of December (when permitted, but may vary yearly).

In most states, the venues (hired) for the training intensives, supply the horses.

Students will refrain from charging for equine Bowen Therapy treatments whilst enrolled in the Diploma of Equine Smart Bowen Therapy, unless they hold qualifications from another equine Bowen Therapy training institution.



PERSONAL DETAILS

Title Surname

First Name Middle Name

Former Surname (if applicable) Preferred Name

Date of Birth / / Age Gender

HOME ADDRESS

Street City/Town/Suburb

State Post code

POSTAL ADDRESS

Street / P.O. Box No City/Town/Suburb

State Post code

Phone: AH Business Hours Mobile

Email Address Can we contact you regarding your studies via email?
 YES NO

DISABILITIES

Do you have any disabilities? *(Please tick appropriate box or boxes)*

Yes, please indicate below your disability No

Hearing Learning Mobility Vision Medical

Other (Please specify) _____

HORSES

Where possible horses are supplied by the establishment providing the venue.

NEXT OF KIN DETAILS

First Name _____ Surname _____
 Relationship _____
 Phone _____ Mobile _____
 Address _____ State _____ Post Code _____

EDUCATION

If you are aged 24 or below at the time of enrolment, please provide your Victorian Student Number, below.

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Yes, I am new to the Victorian Education System, I have never attended a Victorian school, TAFE or other training provider.

What is the highest level of education obtained by you? *(Please tick appropriate box or boxes)*

- | | |
|---|--|
| <input type="checkbox"/> Completed post-graduate course | <input type="checkbox"/> Completed bachelor level course |
| <input type="checkbox"/> Completed higher education sub-degree course | <input type="checkbox"/> Completed other qualification or competence |
| <input type="checkbox"/> Completed VET / TAFE award course | <input type="checkbox"/> Completed final year of secondary education |
| <input type="checkbox"/> An incomplete higher education course | <input type="checkbox"/> No prior education attainment |

Year last enrolled _____ name of school/higher education provider _____

EMPLOYMENT

Which of the following best describes you? *(Please tick appropriate box or boxes)*

- | | |
|--|--|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Self-employed |
| <input type="checkbox"/> Unemployed - seeking work | <input type="checkbox"/> Not employed - not seeking work |

What is your current occupation _____

TICK BOX/S FOR COURSE/S OR MODULE OF ENROLMENT

- | | |
|---|--------------------------|
| Module 1 - Equine Essentials - horse owner / horse enthusiast / Diploma | <input type="checkbox"/> |
| Module 2 - Diploma | <input type="checkbox"/> |
| Module 3 - Diploma | <input type="checkbox"/> |
| Module 4 - Diploma | <input type="checkbox"/> |
| Module 5 - Diploma | <input type="checkbox"/> |
| Module 6 - Diploma | <input type="checkbox"/> |



LOCATION

In which state would you prefer to attend the course? (Please tick the appropriate box)

Victoria

South Australia

Western Australia

NSW

Queensland

Other

Please nominate second state of preference: _____

PRIOR BOWEN THERAPY TRAINING

Have you completed an anatomy and physiology course? (Please tick appropriate box or boxes)

YES NO

Please attach a copy of your certificate of completion or statement of attendance.

List the Bowen Therapy training have you completed and when (date)

1		Date _____
2		Date _____
3		Date _____
4		Date _____

PRIVACY

In compliance with the Privacy Act (Private Sector) 1998, the information requested on this form will be used for purposes associated with your enrolment only.

POLICY

The Smart Bowen Therapy Policies and Procedures Handbook is available by request from the Smart Bowen Pty Ltd office, or is available at our website: www.smartbowen.com and must be read, understood and accepted at the time of enrolment. The Cancellation and Refunds Policy is repeated below for your convenience.

Cancellation and Refunds Policy

Fees are charged for students withdrawing from a course of study under some circumstances.

3.4 Refunds Policy

- 3.4.1 Smart Bowen Pty Ltd., will refund any fees paid by a student, less a one hundred dollar (\$100.00) administration fee, provided that the student gives notice of their withdrawal from the course a minimum of twenty one (21) days prior to its commencement date.
- 3.4.2 Students withdrawing from a course less than twenty one (21) days prior to the commencement date are not entitled to a refund.
- 3.4.3 Smart Bowen Pty Ltd., will refund any fees paid by a student, less a one hundred dollar (\$100.00) administration fee, when extenuating circumstance prevent the student from attending the course.
- 3.4.4 Smart Bowen Pty Ltd., will refund all fees paid by a student, if the company is unable to provide the training program the student has applied to attend.
- 3.4.5 If a training program is cancelled after it has commenced by Smart Bowen Pty Ltd., students will be refunded any amount that has been paid in advance for modules of the course not yet presented.



DECLARATION

I, _____ hereby declare that:

Please print

- 1. The information provided in this form is correct and complete.
- 2. The Smart Bowen Therapy Policy and Procedures have been made available to me and I have read, understood and accepted these conditions of my enrolment.

Students Signature: _____ Date: _____

Please Note: If students are under the age of 18 their parent or guardian need to sign on behalf of the student. Students under 18 are eligible for enrolment in any Smart Bowen program (however conditions apply and Smart Bowen reserve the right to refuse entry).

Parent/Guardian Signature: _____ Date: _____

Relation to: _____ Address: _____

_____ State: _____ Post Code: _____ Ph: _____

Mobile: _____ Email: _____

Cheque Money Order Cash Electronic transfer

To - Smart Bowen Pty Ltd Bendigo Bank BSB: 633 000 A/C No: 1300 20472

Credit Card: Master Card Visa Bank Card

Card No:

Expiry date: /

Security numbers on rear of card: **Amount \$**.....

All Credit Card payments will incur a 2% charge, I agree to this additional charge and permit Smart Bowen to add this fee to the total.

Card holder name:

Signature: **Date:**/...../.....

All banking records are shredded after transactions are carried out. Repeat transactions made by credit card need to be authorized by the student.

Return the completed Registration Form with payment by mail, fax or email

Smart Bowen Pty Ltd
PO Box 198
Lancefield
Victoria 3435
Fax : 03) 5429 2022
E: info@smartbowen.com