

**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](http://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](mailto: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](mailto: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** for to: **03) 5429 2022**

Please email [info@smartbowen.com](mailto:info@smartbowen.com) the same day of faxing to confirm that your fax was received.

## COURSE FEES

### Small Animal Essentials

**Open to the animal owner and students enrolling in the Certificate IV**

#### **Small Animal 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.

### Certificate IV in Small Animal Smart Bowen Therapy

**Open to the students enrolling in the Certificate IV.**

#### **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 2 Days \$540.00 Due 4 weeks in advance  
Bowen Therapy manual supplied

#### **Module 4 - Training Intensive**

Bowen Theory/Moves, Closed Book Assessment & Revision 2 Days \$540.00 Due 4 weeks in advance  
Bowen Therapy manual supplied

#### **Module 5 - Training Intensive**

Bowen Theory/Moves, Closed Book Assessment & Revision 2 Days \$540.00 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 Certificate IV.

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

The Certificate IV in Small Animal 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](http://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 Certificate IV in Small Animal Smart Bowen Therapy.

### Module/Unit - Anatomy and Physiology

Tamworth TAFE provide a small animal anatomy and physiology correspondence program suitable to meet the requirements of the Certificate IV.

#### Module/Unit - Anatomy and Physiology

\$219.00 (subject to change)  
Pay Tamworth TAFE

Students requiring this module/unit will need to contact the course facilitator Amanda Lord at Tamworth TAFE on Phone: (02) 67682369 or Email: [amanda.lord@tafensw.edu](mailto:amanda.lord@tafensw.edu)

### Module/Unit HLTFA301B - 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 - Senior First Aid

\$Variable (approx. \$150.00)

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 deliver

## PRACTITIONER - SMALL ANIMAL PROGRAM

**This program is open to persons holding a qualification in the following areas:**

- ALL interpretations of Bowen Therapy who have attained a Nationally Recognized Certificate IV, Diploma or Advance Diploma, in People or Equine.
- Human and or animal health modalities who have attained a Nationally Recognized Certificate IV, Diploma or Advance Diploma or Bachelor of Health Science, brief examples are: Veterinarian, Veterinary Nurse, Naturopathy, Homeopathy, Kinesiology, Sports Medicine, Chiropractry, Myotherapist, Nursing, Massage, Herbal Medicine
- The student must have obtained adequate Anatomy and Physiology in the recognized training they undertook - this area may be subject to entry requirements.
- The student must hold a current Senior First Aid Certificate of acquire one by completion of the program.

**The Practitioner program is delivered in 3 training intensives with assessment process throughout.**

**At the completion of all Modules/Units, the student may apply for Recognized Prior Learning (RPL) to attain the Certificate IV in Small Animal Smart Bowen Therapy.**

### Module 1

**Module 1 - Training Intensive**  
Bowen Therapy Manual  
Goody Textbook - Dog Anatomy

2 Days \$610.00 Due with application

### Module 2

**Module 2 - Training Intensive**  
**The course fee includes:**  
Bowen Therapy Manual  
Closed Book and Practical Assessment

3 Days \$810.00 Due with application

### Module 3

**Module 2 - Training Intensive**  
**The course fee includes:**  
Bowen Therapy Manual  
Closed Book and Practical Assessment

3 Days \$810.00 Due with application

### Course Material

**After each training intensive (Modules 1 to 3) 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.

Example: Module 1 = \$610.00 or Module 1 = \$610.00 + Course Material = \$95.00 = \$705.00

**Module 1 - Course Material**  
Case Studies / Open Workbook / Log Book

\$95.00 Due prior to delivery

**Module 2 - Course Material**  
Case Studies / Open Workbook

\$95.00 Due prior to delivery

**Module 3 - Course Material**  
Case Studies / Open Workbook

\$95.00 Due prior to delivery

## In Summary

**The total investment of the Certificate IV in Small Animal Smart Bowen Therapy with no RPL credits. Note - this program is for students entering with NO formal qualification in another health related modality.**

|                                    |                                  |
|------------------------------------|----------------------------------|
| Module 1 - Small Animal Essentials | \$ 440.00                        |
| Module 1 - Course Material         | \$ 95.00                         |
| Module 2                           | \$ 610.00                        |
| Module 2 - Course Material         | \$ 95.00                         |
| Module 3                           | \$ 540.00                        |
| Module 3 - Course Material         | \$ 95.00                         |
| Module 4                           | \$ 540.00                        |
| Module 4 - Course Material         | \$ 95.00                         |
| Module 5                           | \$ 540.00                        |
| Module 5 - Course Material         | \$ 95.00                         |
| Module 6                           | \$ 600.00                        |
| Module - Anatomy and Physiology    | \$ 219.00                        |
| Module - Senior First Aid          | \$ 150.00 approximately/variable |
| Module - Common Competencies x 3   | \$ 480.00                        |
| <b>Total</b>                       | <b>\$4,594.00</b>                |

**The total investment of the Practitioners - Certificate IV in Small Animal Smart Bowen Therapy with out applied RPL credits (paid for in addition through RPL process).**

**Note - this program is for students WITH formal qualification in another health related modality.**

|                            |                   |
|----------------------------|-------------------|
| Module 1+ Goody text book  | \$ 610.00         |
| Module 1 - Course Material | \$ 95.00          |
| Module 2                   | \$ 810.00         |
| Module 2 - Course Material | \$ 95.00          |
| Module 3                   | \$ 810.00         |
| Module 3 - Course Material | \$ 95.00          |
| <b>Total</b>               | <b>\$2,420.00</b> |

### **Important Items To Note With The Certificate IV & Practitioner Programs**

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 Certificate IV and Practitioner programs will be spaced approximately 8 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.

Students will refrain from charging for Small Animal Bowen Therapy treatments whilst enrolled in the Certificate IV Small Animal Smart Bowen Therapy, unless they hold qualifications from another small animal related 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) \_\_\_\_\_

**ANIMALS**

Are you able to bring a dog or dogs to each day of the training intensives?  
**YES**  **NO**



**NEXT OF KIN DETAILS**

First Name \_\_\_\_\_ Surname \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

**EDUCATION**

**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 - Small Animal Essentials - Pet owner / animal enthusiast / Certificate IV
- Module 2 - Certificate IV in Small Animal Smart Bowen Therapy
- Module 3 - Certificate IV in Small Animal Smart Bowen Therapy
- Module 4- Certificate IV in Small Animal Smart Bowen Therapy
- Module 5 - Certificate IV in Small Animal Smart Bowen Therapy
- Module 6 - Certificate IV in Small Animal Smart Bowen Therapy

- Module 1 - Practitioner Program / Certificate IV in Small Animal Smart Bowen Therapy
- Module 2 - Practitioner Program / Certificate IV in Small Animal Smart Bowen Therapy
- Module 3 - Practitioner Program / Certificate IV in Small Animal Smart Bowen Therapy



**LOCATION**

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

|                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Victoria | <input type="checkbox"/> South Australia | <input type="checkbox"/> Western Australia |
| <input type="checkbox"/> NSW      | <input type="checkbox"/> Queensland      | <input type="checkbox"/> 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](http://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: \_\_\_\_\_

Payment form section including checkboxes for Cheque, Money Order, Cash, Electronic transfer, Credit Card (Master Card, Visa, Bank Card), and fields for Card No, Expiry date, Security numbers, and Amount \$.

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