

HOW TO ENROLL

Please complete **ALL sections** of the enrollment form using either black or dark blue pen.

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

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.

Please indicate if you are able to bring a treatment table with you to class if you are attending a Bowen Therapy for People Seminar by ticking the appropriate Box.

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

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

Please ensure that you have signed the form in the appropriate place before submitting to Smart Bowen Pty Ltd.

Payment Options:

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

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.

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

Electronic transfers should be sent to the account listed on the payment sheet. (see page 3 of the enrolment form)

Once completed post the enrolment form **PAGES 7 TO 11** and a payment (if paying by cheque) to:

Smart Bowen Pty Ltd

P.O. Box 198

Lancefield

Victoria 3435

Alternatively Fax to: 03) 5429 2022

COURSE FEES - BOWEN THERAPY FOR PEOPLE

Diploma in Bowen Therapy

Diploma of Bowen Therapy consists of Units 1 to 9, which includes all assessments plus completion of Anatomy & Physiology and the Common Competencies

Module 7 - Training Intensive

Bowen Theory/Moves & Revision 3 Days \$660.00 Due 4 weeks in advance

Module 8 - Training Intensive

Business Studies 2 (Common Competencies) 2 Days \$580.00 Due 4 weeks in advance

Module 9 - Training Intensive

Bowen Theory/Moves Advanced & Revision 3 Days \$660.00 Due 4 weeks in advance

This intensive is available in most states of Australia.

PLEASE NOTE: Payment for ALL programs must be received by the Smart Bowen office 4 weeks in advance of the scheduled course dates.

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### Advanced Diploma of Bowen Therapy

The next Four Units complete the Advanced Diploma of Bowen Therapy

**Module 10 - Training Intensive**

Bowen Theory/Moves Advanced & Revision 3 Days \$660.00 Due 4 weeks in advance

**Module 11 - Training Intensive**

Business Studies 3 (Common Competencies) 2 Days \$520.00 Due 4 weeks in advance

**Module 12 - Training Intensive**

Bowen Theory/Moves Advanced & Revision 3 Days \$660.00 Due 4 weeks in advance

**Module 13 - Training Intensive**

Bowen Theory/Moves Advanced & Revision 3 Days \$660.00 Due 4 weeks in advance

The required Anatomy and Physiology Units are available from Smart Bowen Pty Ltd. See page 6

*This intensive is available in most states of Australia.*

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The Post Graduate SMART BOWEN® Therapy for People

Seminars / workshops are available to people trained in ALL interpretations of Bowen Therapy that are recognised by the Bowen Therapists Federation of Australia Inc.

Post Graduate SMART BOWEN® Therapy for People seminars / workshops

This intensive is available in most states of Australia.

6 single day units available in Post Graduate seminars \$220 per day Due 4 weeks in advance

PLEASE NOTE: Payment for ALL programs must be received by the Smart Bowen office 4 weeks in advance of the scheduled course dates

All fees are based on the Australian dollar.

COURSE FEES - BOWEN THERAPY FOR EQUINES

The fees below are **reflective** of the Bowen Therapy Training Intensives only. Common Competencies & Anatomy and Physiology are priced separately, and all fees are subject to change, without notice.

Equine Essentials - Home Use / Diploma.

Module 1 4 Days \$1080.00 Due with application
Training Intensive / Bowen Moves and Theory

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.

The course fee includes the Goody Textbook - Horse Anatomy which is mandatory for the Equine Essentials & Diploma Program and is also available through Smart Bowen separately \$60.00

This intensive is available in most states of Australia.

PLEASE NOTE: Application forms submitted more than 4 weeks prior to a course may be done so without the course fee being deducted until the required time. It is often a good idea to fax the forms into the head office, so that we know your intention will be to attend the course and therefore a space may be reserved (as we run on limited numbers). Submitting an application form does not 'lock' you into a course, you have the right to withdraw should you choose.

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Diploma of Equine Smart Bowen Therapy

Consists of training intensives, Modules 1, 2, 3 & 4 and the Final Assessment, which includes all assessments (open and closed book), Case Studies + in addition the student will be required to complete Anatomy and Physiology and some Common Competencies.

Equine Essentials is the first training intensive in the Diploma program. Please note that the fees below indicate only the Bowen Training Intensives, additional to the overall program will be Anatomy and Physiology and Common Competencies and Senior First Aid. Students will need to contact the office of Smart Bowen for further information on these additional units as they may be subject to Recognized Prior Learning.

Module 2 4 Days \$1100.00 Due 4 weeks in advance
Training Inten. / Adv. Bowen Moves / Theory and Revision

This intensive is available in most states of Australia.

Module 3 & 4 5 Days **TBA** Due 4 weeks in advance
Training Inten. / Adv. Bowen Moves / Theory and Revision

There will be 3 days of Bowen related subjects/practical and theory - Saddle fitting, Complimentary Health & Trigger Point Therapy delivered. Plus a day each of the Equine Foot and Equine Dentistry delivered. Price for the 5 day intensive will be approx. \$1,500.00, this will be subject to negotiations with other parties.

This intensive is only available in Victoria.

Final Assessment 2 Days \$600.00** Due 4 weeks in advance
Training Inten. / Bowen Revision and Final Assessment

This intensive is available in most states of Australia.

**** PLEASE NOTE:** Periodically the Final Assessment Intensive may need to expand out to 3 days, this will be dependent on the number of students attending. Please be prepared for a further \$250.00 should the program you enter require the 3rd day.

PLEASE NOTE: Payment for ALL programs must be received by the Smart Bowen office 4 weeks in advance of the scheduled course dates.

All fees are based on the Australian dollar.

COURSE FEES - BOWEN THERAPY FOR SMALL ANIMALS

The fees below are reflective of the Bowen Therapy Training Intensives only. Common Competencies & Anatomy and Physiology are priced separately.

Small Animal Essentials

Module 1 2 Days \$560.00 Due with application
 Training Intensive / Bowen Moves and Theory

This intensive is available in most states of Australia.

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.

The course fee includes the Goody Textbook - Dog Anatomy which is mandatory for the Small Animal Essentials & CIV Program and is also available through Smart Bowen separately \$60.00

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Certificate IV in Small Animal Smart Bowen Therapy

Consists of training intensives, Modules 1, 2, 3 & 4 which includes all assessments + in addition the student will be required to complete Anatomy and Physiology and Common Competencies

(Small Animal Essentials is the first training intensive in the CIV program. Please note that the fees below indicate only the Bowen Training Intensives, additional to the overall program will be Anatomy and Physiology and Common Competencies. Students will need to contact the office of Smart Bowen for further information on these additional units as they may be subject to Recognized Prior Learning).

Module 2 3 Days \$780.00 Due 4 weeks in advance
 Training Inten. / Adv. Bowen Moves / Theory and Revision

Modules 3 & 4 3 Days \$810.00 Due 4 weeks in advance
 Training Inten. / Adv. Bowen Moves / Theory and Revision

Final Assessment 2 Days \$600.00 Due 4 weeks in advance
 Training Inten. / Bowen Revision and Final Assessment

All intensives are available in most states of Australia.

**** PLEASE NOTE:** Periodically the Final Assessment Intensive may need to expand out to 3 days, this will be dependent on the number of students attending. Please be prepared for a further \$250.00 should the program you enter require the 3rd day.

PLEASE NOTE: Payment for ALL programs must be received by the Smart Bowen office 4 weeks in advance of the scheduled course dates.

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Post Graduate SMART BOWEN® Therapy for Small Animals

Seminars are available to people trained in ALL interpretations of Bowen Therapy that are recognised by the Bowen Therapists Federation of Australia Inc. This seminar is also available to Veterinarians. (Professionals Program – may be subject to entry requirements)

Post Graduate Seminar 3 Days* \$1100.00 Due 4 weeks in advance

This intensive is available in most states of Australia.

Periodically the Seminar requires 4 days to deliver the material due to number of attendees.

The course fee includes the Goody Textbook - Dog Anatomy which is mandatory for the Post Graduate Seminar and is also available through Smart Bowen separately \$60.00

PLEASE NOTE: Payment for ALL programs must be received by the Smart Bowen office 4 weeks in advance of the scheduled course dates.

All fees are based on the Australian dollar

COURSE FEES - HUMAN ANATOMY AND PHYSIOLOGY

The Smart Bowen Pty Ltd Anatomy and Physiology course is presented in 4 units and are designed to give you the underpinning knowledge required in the Health Training Package. *(For further details on this course please contact the Smart Bowen Office).*

Unit Name:

Anatomy and Physiology 1	\$200.00
Anatomy and Physiology 1 and "The Massage Connection" textbook inclusive	\$330.00
Anatomy and Physiology 2	\$200.00
Anatomy and Physiology 3	\$200.00
Anatomy and Physiology 4	\$200.00
Anatomy and Physiology Units 1 to 4 inclusive	\$800.00
Anatomy and Physiology Units 1 to 4 and "The Massage Connection" textbook inclusive	\$930.00
"The Massage Connection" textbook only	\$130.00
Pathology Unit and 'A Massage Therapist's Guide to Pathology' textbook inclusive	\$300.00

All fees are based on the Australian dollar.

EQUINE & SMALL ANIMAL ANATOMY AND PHYSIOLOGY

The human program outlined above may be undertaken to meet the requirement for all the Human Bowen programs, as well as both the Diploma of Equine Smart Bowen Therapy and the Certificate IV in Small Animal Smart Bowen Therapy.

Outsourced courses may be available that are more specific to either species. *(For further information please contact the office of Smart Bowen).*

NOTE: If the student is planning to undertake studies in either of the two core Animal Bowen Programs and at a later date decides to take additional studies in the People Bowen Programs, then we strongly advise the student to complete the Human Anatomy and Physiology course as this will be a requirement. Animal Anatomy and Physiology will not be accepted for People Bowen Programs, however Human Anatomy and Physiology will be accepted for the Animal Bowen Programs.

COURSE FEES - COMMON COMPETENCIES

For more information please contact the Smart Bowen Office as some or all of the Common Competencies may be offset via RPL by previous experience, practical knowledge, education attained. The Common Competencies vary slightly between human, equine and small animal programs. Smart Bowen do offer each of the competencies in module format via correspondence or they may be attained by attendance at a 2 to 3 day training intensive offered by Smart Bowen.

RPL KITS FOR HUMAN, EQUINE & SMALL ANIMAL

Senior First Aid is one competency that you may look into through your own resources as this competency is outsourced through various training institutions that provide Senior First Aid.

For more information please contact the Smart Bowen Office as there are units of Common Competencies that may be offset via RPL from previous experience, practical knowledge or education attained. If you would like an RPL Kit the Equine and Small Animal can be downloaded off the webpage, Equine RPL (new equine students need to download forms A, B & D)

Due to the file sizes, the Human RPL kit is too large to download and will be posted out (please contact the office).

Equine RPL (new students need to download forms A, B & D)

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) _____

EQUIPMENT

If enrolling in a Bowen Therapy for People class, are you able to bring a treatment table?

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

- Bowen Essentials - Introduction / Bowen Therapy for People - (Module 1)
- Bowen Essentials - Home User / Bowen Therapy for People - (Module 1 to 3)
- Certificate IV in Bowen Therapy - (Modules 1 to 5 plus assessment day 1 of Unit 6)
- Diploma of Bowen Therapy - (Modules 1 to 8)
- Advanced Diploma of Bowen Therapy - (Modules 1 to 13)
- Post Graduate SMART BOWEN® Therapy for People Seminar

- Equine Essentials - Home User / Diploma - (Module 1)
- Diploma of Equine Bowen Therapy - (Modules 1 to 4))

- Small Animal Essentials - Introduction / Bowen Therapy for Small Animals (Module 1)
- Certificate IV in Small Animal Bowen Therapy - (Module 1 to 4)
- Post Graduate SMART BOWEN® Therapy for Small Animals (All Modules)

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 - POST GRADUATES MUST COMPLETE THIS PART

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: _____

PLEASE INDICATE PAYMENT METHOD

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 \$.....

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.