

# Business Readiness Workshop Application Form

## Personal Details

First Name:		Last Name:		Title: Mr, Ms, Mrs
Address:				
	Post code:		Country:	
Telephone:		Mobile:		
Email:				
Current Studies:				
School/University:				
Date of Birth:				

## Course Enrollment

Course name and location:			
Course date:		Course ID:	
Course cost:			
Dietary requirements:			
Any other special requirements:			

## Payment Details

Credit Card Payment: <input type="checkbox"/>			
Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> Name on Card:			
Card Number: _____	Expiry Date: ____ / ____		
Card Holder's Signature: _____			
Cheque: <input type="checkbox"/> Please make cheques out to Collimate Pty Ltd			

## Consent

I agree to abide by Seed Value's terms and conditions (see overleaf)	
Signature: _____	Date: _____
If under 18 years of age a Parental Consent form must be completed in addition to this form.	
Booking Form - Tax Invoice ABN 84 115 483 004	
Post form to: Bookings Manager, Seed Value, 308a Bay Rd, Cheltenham, Vic, 3192	



# Workshop Terms and Conditions

These terms and conditions set out the basis upon which Seed Value (*we, us, or Seed Value*) accept the applicant's (*you or the applicant*) application for enrolment in the Seed Value workshop described in the application form (the *workshop*). Where you are under 18 years of age, *you* includes your parent or guardian as applicable.

By completing the application form, and paying the relevant enrolment fees, you are indicating that you have read, understood, and agreed to these terms and conditions.

Seed Value reserves the right to decline any application for enrolment in its sole discretion. Seed Value may, but is not obliged to, provide an applicant with reasons for declining the application.

Seed Value may amend or otherwise modify these terms and conditions at any time. You will be notified if any amendment materially and detrimentally impacts you.

## 1. Fees & cancellations

1.1 Enrolment fees are payable in advance. Enrolment will only be confirmed once fees are paid in full.

1.2 Once paid, enrolment fees are **non-refundable** and may be forfeited in the event of you cancelling your enrolment, failing to attend the workshop, or where your participation in the workshop is terminated before the conclusion of the workshop.

1.3 Without limiting paragraph 1.2:

(a) where you notify us at least 7 days prior to the scheduled commencement date of the workshop that you are unable to attend, 100% of your enrolment fees previously paid may be applied towards enrolment in a future workshop; and

(b) where you provide us with less than 7 days prior notice, 50% of your enrolment fees previously paid may be applied towards enrolment in a future workshop,

provided in each case that Seed Value may or may not schedule future workshops in its sole discretion.

1.4 Seed Value in its sole discretion may cancel, postpone or reschedule a workshop, in which event we will notify you as soon as reasonably practicable. In the event of us cancelling, postponing or rescheduling a workshop you may elect to have 100% of your enrolment fees refunded or, alternatively, have those fees applied towards enrolment in a future workshop. Where you elect to receive a refund, your refund will be paid within four weeks.

## 2. Conduct during the workshop

2.1 Whilst participating in the workshop, you must observe all health and safety requirements notified to you by Seed Value or the operators of the venue.

2.2 Where any participants in a workshop are under 18 years of age, a no-alcohol policy will be applied. Illicit drugs are not to be consumed during a workshop. In some cases, a workshop venue may have a designated smoking area; in all other cases, a no-smoking policy will apply.

2.3 All participants will be expected to treat each other, and workshop facilitators, respectfully. Inappropriate or offensive conduct is unacceptable

2.4 Any participant who, in the reasonable opinion of Seed Value, fails to meet our reasonable requirements in relation to conduct and behaviour, will be required to leave the workshop immediately (or as soon as practicable).

## 3. Special requirements

3.1 Please ensure that we are advised of any medical, cultural or other special requirements well in advance of the workshop. We will use reasonable endeavours to accommodate your reasonable requirements, but cannot guarantee that every request will be able to be accommodated.

## 4. Confidentiality and intellectual property

4.1 All materials provided to you in the course of the workshop are the intellectual property of Seed Value or its licensors. You are permitted to use the materials for the purpose of the course, and for your subsequent personal use. You are not to use any workshop materials for any commercial purpose, including but not limited to on sale of the materials.

4.2 At times during a workshop you may be provided with information which is confidential to Seed Value or the person disclosing it. Any such confidential information is only to be used for the purpose for which it was provided to you.

## 5. Privacy and personal information

5.1 All personal information which you provide to Seed Value in connection with the workshop will be used only for the purposes of the workshop and will not be provided to any third party for any other purpose.

5.2 Personal information will be stored securely by Seed Value and you may request at any time that Seed Value destroy any such information of yours.

## 6. Warranties and liability

6.1 Seed Value makes no warranties or representations as to the outcomes any participant shall achieve as a result of participation in the workshop. Seed Value may vary, amend or modify the training content, materials, and delivery at any time, provided that the fundamental objectives of the workshop, as described to you, shall not materially be varied.

6.2 To the extent permitted by law, Seed Value shall not be liable to any participant for any loss, liability, damage or injury suffered by the applicant in connection with the workshop (*loss*), regardless of how such loss was caused.

Seed Value

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