

Personal Success Session



Please email to: bookings@officialmeproject.com.au

ABN 22 098 709 008

About You

Date dd/mm/yyyy

Title First Name Last Name

Address

State Postcode Email

Phone

Booking Details

Session	Location	Duration	Session Date <small>Specify preferred date</small>	Total <small>(inc. GST)</small>
Personal Success	Redfern Community Centre 29-53 Hugo St Redfern NSW	4 hours		\$100.00

Please note if session is filled, you will be contacted to assess suitability for up-coming session dates.

Accepted Methods of Payment:

- Bank Transfer: NAB
082-356
44-222-6808
- Credit Card
(please add 2% for credit card payments)

Deposit:

- 50% of the total session fee is due 2 months prior
- Full payment to be made no less than 1 month prior
- Please note: No refunds issued for cancellations

Your Commitment

How did you hear about *The Me Project*?
Referral, Social Media, Other.

Please note that preference is given to referred participants.

Special requests Food/drink intolerances/allergies

Do you wish to receive periodic news/updates/additional support via email?

Declaration:

I have read and accepted the terms and conditions provided (attached) and I am authorised to make this agreement. I will pay a deposit and the full amount by the due date which is non-refundable in the event of my cancellation.

Name:

Date: / /

Signature:

Submit Form

Terms and conditions of attendance

By enrolling in a personal success session provided by The Me Project (The Me Project; ABN: 22 098 709 008), you agree to be legally bound by the following terms and conditions (these “Terms and conditions of enrolment”).

A reference in these Terms and conditions to “we”, “us” or “our” is a reference to The Me Project.

If you require any assistance or clarification with any of the below, please contact us via email (bookings@officialmeproject.com.au)

1. Your declaration

1.1 By enrolling in a personal success session with us, you:

- a. confirm that all the information you’ve given us in connection with your enrolment is complete, true and correct at the time it’s given
- b. confirm that you are able to attend your chosen session on your specified date, at the allocated time, to fulfil your session
- c. confirm that you’ve read and understood all the information in this document and that you agree to act in accordance with it
- d. accept that it’s your responsibility to ensure that the personal information you provide to us is kept current. Any changes to your name, address, email address, phone numbers, payment options or banking details should be provided to us as soon as practicable
- e. agree to retain a current email address by which you can be contacted in the lead up, for the duration and post your attendance, through which we may communicate formally with you via email to support you, as per your request
- f. confirm that you understand the objectives of the course in relation to personal success and the reflective-style learning which incorporates blended practical and metaphysical teachings, delivered to facilitate change and success.

1.2 You acknowledge that you may be prevented from enrolling with us or have your enrolment cancelled if we determine that any of the above statements are untrue, or you are otherwise in breach of these terms and conditions.

2. Payment terms

2.1. By attending a personal success session with us, you:

- a. confirm that you’ve read and understood the fee associated with your session and agree to pay as per specifications outlined on booking form (plus GST, if applicable).

2.2. If you fail to pay any part of the session fee by the due date, we reserve the right to:

- a. restrict your access to the session environment
- b. cancel your attendance without issuing a refund
- c. request full payment
- d. notify relevant credit agencies of your default

2.3. If you’re paying your session fee by instalments, you:

- a. must use a valid credit card or Australian bank account; and
- b. must pay all such instalments on or before the due dates; and
- c. remain liable for unpaid instalments even if you finish your session early; and
- d. will not be entitled to be issued with an attendance and personal success coaching completion until you have paid your session fee in full; and
- e. will not be entitled to be issued with a statement of attendance until you have paid all fees in respect of the session

2.4. You acknowledge that the session fee doesn’t include:

- a. any hardware, software or printed materials
(Please note you will receive the equipment necessary for a productive session)
- b. travel or other personal costs (such as food and drink)

3. Withdrawal and refunds

3.1. Please note that due to attendance/location requirements, refunds cannot be issued under any typical circumstance, however consideration will be provided under special circumstance, evidenced appropriately, such as medical, family or personal reasons.

3.2. If you don’t complete the session within your selected time frame, your enrolment expires without refund, unless you agree to pay a fee for an extension.

Terms and conditions of attendance (*continued*)

3.3. Session fees won't be refunded as a result of a session change (refer to 'Changing session' below).

3.4. To be eligible for a refund you must have:

- a. withdrawn from your selected session, and
- b. completed a refund request

3.5. If there is an outstanding debt associated with your session, please contact us for possible payment options.

Read our Refund policy

4. Changing session

4.1. If you wish to change your session within 28 days of your session attendance date, there will be no additional fees or penalties.

4.2. If you wish to change to another session offered by The Me Project after 28 days,

- a. you will be required to be withdrawn from your current session and have paid/or have organised a payment option for any outstanding fees pertaining to the new session
- b. no refunds are issued for changing sessions

5. Language, Literacy and Numeracy

Attendees who have difficulty with basic literacy, English language or other areas of learning are requested to advise us of this at the time of enrolment. The Me Project may be able to provide direct assistance or refer the participant to the appropriate agency.

6. Website use

6.1. By enrolling in a session with us, you're expected to comply with the terms and conditions for using our website for the duration of your attendance. If we consider that you're not complying with these requirements, we may cancel your attendance, which may result in your loss of fees.

6.2. Some information collected by our website will not in itself identify you, but will provide information about your use of our website (for example 'clickstream data' or 'cookies'). We may collect and use this data to track use of our website and/or to help improve our services.

Read our Website terms and conditions of use

7. Privacy

7.1. By attending a session with us you:

- a. agree that we may collect personal information (including sensitive information) about you for the purposes of enrolling you in your session, processing your application, managing your participation in your session, improving our products and services, and communicating with you about our products and services (including your session).
- b. understand that we're obligated to disclose your personal information to relevant government authorities as required by law and for reporting purposes.

Read our Privacy policy

8. Our obligation

8.1. Subject to these terms and conditions, The Me Project:

- a. agrees to provide you with access to our session environment, associated material and facilitator
- b. will respond to your questions throughout your session
- c. provide feedback where requested
- d. provide you with access to post-session email support services
- e. issue you with certification for your successful completion of a session

8.2. We may make changes to your session, to our policies and procedures from time to time, and reasonable changes to our fees.

9. Disclaimers

Our agreement with you is governed by the Laws of New South Wales, Australia