

BGT Jobs & Training (Ballarat)

Non-Accredited Barista Course Enrolment Form

1. Participant Details

Full Name: _____

Date of Birth: _____ Phone: _____

Email: _____

Residential Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

2. Course Details

Course Title: _____

Course Date(s): _____

Course Location: _____

3. Medical or Access Requirements

Please list any medical conditions, allergies, or access requirements:

4. Consent and Declarations

Please read and tick each box to confirm:

[] I understand that this is a **non-accredited short course** and does not lead to a formal qualification under the Australian Qualifications Framework (AQF).

[] I agree to follow the participation expectations and behaviour requirements set by BGT Jobs & Training (Ballarat).

[] I give consent for BGT to collect, use, and store my personal information in accordance with the Privacy Act 1988.

[] I acknowledge the refund and cancellation policy and understand my rights under Australian Consumer Law.

[] I give / do not give (circle one) permission for photographs or videos taken during the course to be used for promotional purposes.

Signature: _____ Date: _____

For enquiries, please contact:

BGT Jobs & Training (Ballarat), Ararat Neighbourhood House

Phone: (03) 5333 8600 (03) 5352 1551

Email: training@bgt.org.au reception@araratnh.com

Website: www.bgt.org.au

Course Cancellation Policy

If You need to Cancel

- Cancel 48 hours or more before the course starts → Full refund
- Cancel less than 48 hours before the course → \$50 admin fee applies as a cancellation fee, unless you provide a medical certificate or have a serious reason

If We Cancel the Course

- You'll get a full refund or can transfer to another course
- We'll let you know at least 7 days before the start date

How to Request

Include:

- Your name and course
- Reason for cancelling
- Any documents (e.g. medical certificate)

Special Circumstances

If something serious happens (illness, loss, etc.), we'll look at your case individually. Just send us the details.