Welcome to PilatesITC Enrolment

Please read the following information carefully and if you have any queries don’t hesitate to contact us on info@pilatesitc.edu.au or 02-9440 7344. We’d be happy to help you understand the terms of enrolment and possible options to suit your needs.

Enrolment
To enrol into a Pilates training program with PilatesITC you are required to complete the following form, select a payment plan appropriate for your chosen course and complete and return the Student Agreement for Enrolment.

Course fees and payment plans
PilatesITC offers a range of ways to assist students financing their studies. Students may pay course fees in larger monthly instalments over a short period of time and receive a discounted rate, or in smaller instalments over an extended period of time.

<table>
<thead>
<tr>
<th>Course cost inclusions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attendance at any scheduled contact days, PilatesITC student manuals and online materials.</td>
</tr>
<tr>
<td>• Where required course logbooks, assessments* and ongoing monitoring.</td>
</tr>
<tr>
<td>• “up to two assessment attempts at any one assessment (after which additional fees apply)</td>
</tr>
<tr>
<td>• Where required assistance with placement for Work Experience within the Workplace Facilitation Studio network.</td>
</tr>
<tr>
<td>• Student clinics</td>
</tr>
<tr>
<td>• Where appropriate assistance with job placement on successful course completion.</td>
</tr>
<tr>
<td>• Affiliate network for mentoring and information sharing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra costs (additional to course fees):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Practicum intensives ($65 each session)</td>
</tr>
<tr>
<td>• Supervised workouts as indicated in mandatory requirements (minimum $900 for student rate sessions over duration of Diploma course).</td>
</tr>
<tr>
<td>• Student membership with the Pilates Alliance Australasia (at discounted rate of $55).</td>
</tr>
<tr>
<td>• Purchasing of all required text (approximately $200-$250 for Diploma and $250-$300 for Advanced Diploma).</td>
</tr>
<tr>
<td>• Where required private tutorials with PilatesITC faculty (approximately $150 per hour).</td>
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<tr>
<td>• Where required a teaching uniform t-shirt (approximately $25)</td>
</tr>
<tr>
<td>• Personal extras, sundries travel and accommodation.</td>
</tr>
<tr>
<td>• Assessment re-sit fee of $150 *(applies only after two attempts at any one assessment.</td>
</tr>
</tbody>
</table>

### FULL ENROLMENT TO DIPLOMA OF PROFESSIONAL PILATES INSTRUCTION (10537NAT)

<table>
<thead>
<tr>
<th>PAYMENT DUE DATE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan 1</td>
<td>$7,100.00</td>
</tr>
<tr>
<td>Payment Plan 2</td>
<td>$8,100.00</td>
</tr>
</tbody>
</table>

### FULL ENROLMENT TO CERTIFICATE IN PILATES MATWORK INSTRUCTION

<table>
<thead>
<tr>
<th>PAYMENT DUE DATE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan 1</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

### FULL ENROLMENT TO ADVANCED DIPLOMA OF THE PILATES METHOD (10538NAT)

<table>
<thead>
<tr>
<th>PAYMENT DUE DATE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan 1</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Payment Plan 2</td>
<td>$5,700.00</td>
</tr>
</tbody>
</table>
Refund Policy
PilatesITC gives all students a two-week cooling off period, from receipt of their signed Enrolment Form, in which he/she may decide not to go ahead with enrolment. If the applicant decides to take advantage of the cooling off period any course fees paid will be refunded minus a $200 withdrawal fee. After the cooling off period has expired there will be no refund allowed on course fees paid unless exceptional circumstances can be substantiated in which case any refund will be considered by management on a case-by-case basis.

Following commencement of the course no course fees paid will be refundable and all payment schedules must be honoured by the student, or the student’s parent/guardian, unless exceptional circumstances can be proved.

PilatesITC advises all students to select their course carefully, as we cannot accept responsibility for changes in student’s personal circumstances or work commitments, which may occur after the commencement of the course.

Any refund to that may be approved by management will be at management’s discretion depending upon the extent of course delivery and assessment already undertaken.

*Exceptional Circumstances would include debilitating illness, bereavement or tragedy within immediate family or similar extenuating circumstances, but does not include reasons such as heavy workload, personal circumstances (i.e.: moving house/locatation, tired, lack of time etc.), minor medical ailments, computer issues or similar.

Credit Policy
All fees and payments are subject to PilatesITC payment policy being:

Following commencement of the course no course fees paid will be refundable and the student or student’s parent/guardian must honour all payment schedules. The payment schedule will be considered legally binding as per the signed PilatesITC Enrolment Terms and Conditions.

Any fees that are not paid within 7 days following the scheduled payment date will attract a 2.5% penalty fee, unless an alternative payment arrangement has been negotiated with the Training Manager and/or a Director. Should a scheduled payment still not be paid within 21 days of the scheduled payment date, the payment will attract a 5% penalty fee (unless priorly negotiated with the Training Manager/Director). Penalty fees will continue to rise by 5% for every 21 day term if the payment remains unpaid without the Training Manager and/or Director’s prior arranged consent.

Payments will be considered delinquent payments if remaining unpaid for 30 days and over. At 30 days overdue late payments will result in suspension from the course. At 60 days overdue the delinquent payment will be handed to legal advisors for communications. At 90 days the delinquent payment will be reported to credit reporting agencies. All communications regarding late and delinquent payments will be recorded.

Required Texts
All students will be issued with PilatesITC course materials (online and hard copy manuals) and the cost of these materials is included in the course fees. Students will be required to read and purchase compulsory further texts as listed for the study of their course. The costs of additional reference materials and text-books are not included in the course fees. Texts may be purchased through PilatesITC (depending on stock levels – please inquire).

<table>
<thead>
<tr>
<th>Diploma of Professional Pilates Instruction</th>
<th>Advanced Diploma of the Pilates Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Anatomy of Movement by Calais-Germain</td>
<td>• Principles of Anatomy and Physiology by Tortora and Derrickson</td>
</tr>
<tr>
<td>• Return to Life Through Contrology (or The Plates Primer) by J H Pilates and Miller</td>
<td>• Dance Anatomy and Kinesiology by Karen Clippinger</td>
</tr>
</tbody>
</table>

*Students studying the Certificate in Matwork Instruction are required to purchase the Diploma texts.

How are the courses assessed?
A variety of assessment methods are used in alignment with the principles of competency based training. Where possible PilatesITC makes available reasonable adjustments in assessment for individual needs.

In order to successfully complete a full course and be awarded the qualification all participants MUST:

- Complete all online subjects and course workbooks as directed.
- Attend all scheduled contact and tutorial days (non attendance at any contact day will require previous agreement from the Director or Training Manager, and will be subject to reasonable grounds or reasoning to request such non attendance);
- Complete work experience hours at a PilatesITC Training Studio or at an approved Work Experience Facilitation Studio, or studio or their choice in agreement with PilatesITC.
- Complete self-directed learning requirements as directed.
- Pass all practical and written assessments.
- Maintain a regular workout schedule for course duration (minimum of one supervised and one unsupervised workout per week) – note: additional cost to course fees.
Re-sitting of Assessments
Students will be limited to two attempts at each assessment or examination (including the first or original attempt). If after two attempts, competency has not been achieved, an additional fee of $150 per assessment attempt will be incurred to be able to resit the assessment.

Recognition of Prior Learning (RPL)
PilatesITC recognises all qualifications conferred by other registered training organisations and will recognise prior learning. RPL information and application forms are available from administration. Students are considered enrolled from the date the RPL assessment materials have been sent. Details of assessment criteria and guidance notes are made available to assist in preparing for the RPL and current competency assessment. Students who are deemed not yet competent (NYC) in any area will be required to either re-submit or will be asked to enrol in the full program and submit all course assessment items. Please note that applications for RPL close 2 weeks after enrolment.

Direct Credit Transfer (DC)
PilatesITC recognises all government recognised (AQF) qualifications or statements of attainment issued by other registered training organisations. Applicants who can demonstrate direct credit transfer will only be required to provide a certified copy of the Academic transcript, which shows a direct match of the unit/s of competency for which credit is sought. If you would like to make an Application for Direct Credit Transfer, please complete the relevant section on your enrolment form or contact Administration for an Application Form.

Articulation and Credit Transfer into other courses
The Advanced Diploma of The Pilates Method and the Diploma of Professional Pilates Instruction may articulate into other qualifications and in some cases direct credit transfer may be given into qualifications recognised within the Australian Qualifications Training Framework.

RTO Obligations and Student Support Services
PilatesITC is responsible for and committed to ensuring the quality of its training and assessment services. Policies relating to PilatesITC obligations and support services are outlined on our website ‘Obligations and Support Services’ and in the Student Handbook.
**Course Details**

<table>
<thead>
<tr>
<th>Course (circle one)</th>
<th>Advanced Diploma of the Pilates Method (10538NAT)</th>
<th>Diploma of Professional Pilates Instruction (10537NAT)</th>
<th>Certificate in Pilates Matwork Instruction (UOC from the Diploma)</th>
</tr>
</thead>
</table>

Course Code (refer to Training Schedule)

**Applicant Details**

First Name: ___________________________ Surname: ___________________________

Residential Address: ____________________________________________________________

Suburb: ____________________________ State: ________ Postcode: ________________

Postal Address (if different from above): ________________________________________

Suburb: ____________________________ State: ________ Postcode: ________________

Phone Number: Home # ____________________ Mobile # __________________________

Email: _______________________________________________________________________

DOB: _______________________________________________________________________

Are you: Male ☐ Female ☐

Do you have a Unique Student Identifier (USI)? Yes ☐ No ☐

If yes, please provide your number: ___________________________________________

If no, you will need to obtain one from the Department of Industry. To obtain a USI go to www.usi.gov.au and register. Please advise PilatesITC of your USI once you have registered.

**Pilates Background & Experience**

I have already attended ______________ (number of Pilates sessions) as a client at ______________ (Studio). Of these, __________ (number of sessions) have been Matwork classes, and __________ (number of sessions) have been Studio sessions. (Please attach evidence of sessions attended).

Are you currently teaching Pilates? Yes ☐ No ☐

If yes, what is the name of your employer/Studio? ________________________________

Pilates Qualifications: ________________________________________________________

Are you a member of an Industry Regulatory Body? Yes ☐ No ☐

If yes, name organisation and level of membership currently held? ____________________

Have you completed Anatomy & Physiology study? Yes ☐ No ☐

If yes, name organisation and course completed? ____________________________________

In what year did you complete this course? _______________________________________

Of the following categories, which best describes your main reason for undertaking Pilates Instructor Training?

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self development
- Other reasons

Please specify: ________________________________________________________________
Language and cultural diversity

Country of Birth: __________________________

Are you:   Aboriginal ☐  Torres Strait Islander ☐  Neither ☐

Do you speak a language other than English at home?  Yes ☐  No ☐  I speak: __________________________

Proficiency in spoken English: Very well ☐  Well ☐  Not Well ☐  Not at all ☐

To demonstrate that you are able to meet the course language and literacy requirements please complete the following: In 50 words or less discuss your Pilates experience to date and why you would like to become a Pilates Instructor.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Disability

Do you consider yourself to have a disability, impairment or condition that may affect your ability to participate in the Course? No ☐  Yes ☐

If yes please provide details:

☐ Hearing/deaf
☐ Physical
☐ Intellectual
☐ Learning
☐ Other (please specify) _____________________________________________________________________

☐ Mental Illness
☐ Vision
☐ Acquired brain impairment
☐ Medical condition

Outline of Current Education (please attach a brief resume):

Highest Educational Level completed: ☐ University; ☐ TAFE; ☐ Yr 12; ☐ Yr 10; ☐ Other (please specify) _______________ In which year did you complete that school level? _______________

Have you successfully completed any of the following qualifications? Yes ☐  No ☐

If yes please specify:

☐ Bachelor degree or higher degree
☐ Advanced Diploma or associate degree
☐ Diploma (or associate diploma)
☐ Certificate IV (or advanced certificate/technician)

☐ Certificate III (or trade certificate)
☐ Certificate II
☐ Certificate I
☐ Certificates other than the above

Name of Qualifications currently held: _____________________________________________

Employment

Of the following categories, which best describes your current employment status?

☐ Full time
☐ Part time
☐ Self employed – not employing others
☐ Employer

☐ Employed – unpaid worker in family business
☐ Unemployed – seeking full time work
☐ Unemployed – seeking part-time work
☐ Not employed – not seeking employment
Payment Details
I wish to pay for the course I am enrolling in, as per the relevant Schedule of Fees and with the following payment plan:

☐ Payment Plan 1  ☐ Payment Plan 2

Signed: ___________________ Date: ___________________

I wish to pay my $1500 enrolment fee by:

☐ Bank Transfer: Identify transfer with your FIRST NAME and LAST NAME to PilatesITC
  ○ BSB: 633 000   ACCT NO: 151237211

☐ Credit Card:  ○ Visa   ○ Mastercard
  Card Number: __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __   Expiry __ __ / __ __   CCV __ __ __
  Name on Card: ___________________ Date: ___________________

Card Holders Signature: ___________________ Date: ___________________

Following enrolment confirmation, monthly payments will be processed automatically via a WebDebit system on the first of each month. Monthly payments can be made by direct debit or credit card authority (please note, for payments made by credit card a 1.5% surcharge will apply). PilatesITC will provide you with the relevant form at enrolment confirmation.

I wish to pay my monthly course fees by:  ○ Direct Debit   ○ Credit Card

PilatesITC Enrolment Terms and Conditions
Please read the following carefully before enrolling into your chosen course, and initial each point at the right hand side. Then please complete and sign the student agreement following and submit a copy of this page to PilatesITC with your enrolment:

1. MINIMUM PAYMENT: In order to enrol, the minimum instalment from your chosen Payment Plan option is required to reserve you a place on the course.

2. REFUND POLICY: Following receipt of this agreement, the applicant has a two-week cooling off period in which he/she may decide not to go ahead with enrolment. If the applicant decides to take advantage of the cooling off period any course fees paid will be refunded minus a $200 withdrawal fee. After the cooling off period has expired there will be no refund allowed on course fees paid unless exceptional circumstances can be substantiated in which case any refund will be considered by management on a case-by-case basis. Following commencement of the course no course fees paid will be refundable and all payment schedules must be honoured by the student or student’s parent/guardian. Please choose your course carefully. Unfortunately, we cannot accept responsibility for changes in your personal circumstances or work commitments, which may occur after the commencement of a course. Any course fees outstanding are still due and payable.

3. CREDIT POLICY: Following commencement of the course no course fees paid will be refundable and all payment schedules must be honoured. The payment schedule will be considered legally binding upon receipt of this signed Enrolment. Any fees not paid within 7 days following the scheduled payment date will attract a 2.5% penalty fee, unless an alternative payment arrangement has been negotiated with the Training Manager and/or Director. Payments still not paid within 21 days of the scheduled payment date will attract a 5% penalty fee, unless priorly negotiated with the Training Manager and/or Director.

4. DEFERMENTS: Students wishing to defer their studies, need to apply in writing to the Training Manager. Deferral will be granted for a period of up to one year. (There is no monetary action on deferments for a period of up to 1 year). Course fees paid will not be refunded upon deferment of the course. Any unpaid course fees that have not come due according to the agreed payment schedule may be deferred until recommencement of the course within the year.

5. COPYRIGHT AND INTELLECTUAL PROPERTY: All material and handouts pertaining to PilatesITC, and Pilates International studios, issued or received in any way, remains the copyright and intellectual property of the Pilates International Training Centre. Should you copy, distribute, or use in any way outside the program you will be subject to the relevant legal proceedings.
6. PRIVACY: On entering into this program you respect the confidential nature of all client and staff records, information, and discussions pertaining to clients or staff in any and all studio’s in which you may train or work during this course.

7. Students are required to participate practically in all components of the course and should be prepared to work with other students in all learning situations.

8. More detailed information on Student Policy and Procedures, work experience protocols, assessments requirements and timetables, grievance policy and procedures, detailed study plans, training studio protocols, can be found in the Student Handbook which is issued upon completion of enrolment.

9. PilatesITC reserves the right to adjust fees, vary course requirements or class schedules at any time as deemed necessary.

10. PilatesITC reserves the right to cancel a course due to insufficient numbers or other reasons deemed necessary by PilatesITC management, or refuse any enrolment as permitted by law.

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**PilatesITC Student Agreement**

I ___________________________ (insert name) have read, understand and agree to abide by the enrolment terms and conditions of this enrolment, commit to the course requirements as outlined in this document and to honour course fees as per my chosen Payment Plan.

Signature: __________________________ Date: __________________________

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**Recognition of Prior Learning (RPL), Direct Credit Transfer (DC)**

The RPL/DC process recognises a person’s prior skills and knowledge through formal training, informal learning, work experience and/or life experience. Based on the evidence presented the person may be given either full exemption or part exemption from the competencies and course requirements. Current Competency is part of the RPL process, and is where the person must demonstrate currency of the competency in question within the previous 2-year period.

Do you require additional information regarding RPL/DC? Yes ☐ No ☐

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**Enrolment Checklist**

Send this completed enrolment form to PilatesITC ensuring the following information is included:

- Cheque/Money order or credit card details for course payment as per your chosen payment plan.
- All pages of enrolment form completed, terms and conditions initialled, and Student Agreement signed.
- Brief Resume detailing educational experience and work experience, including references from employers and/or industry colleagues in verification of your experience.
- Certified copies of Certificates of Membership to Pilates Industry regulatory body PAA or APMA (if applicable).
- Certified copy of HSC or equivalent studies (Cert IV and Diploma only).
- Certified copy of Diploma qualification, or equivalent (Advanced Diploma only).
- Copy of photo identification.
- Any additional documentation that has been requested by PilatesITC.
- Please make a copy of this form and retain for your records prior to submitting to PilatesITC.

If any of the above is unclear, please contact Student Administration by email at info@pilatesitc.edu.au, or telephone 02 9440 7344. Please return your documents (making sure you have included all the checklist items) to:

Pilates International Training Centre
By Post: 14-16 Suakin St, Pymble NSW 2073
Via email: info@pilatesitc.edu.au

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Office Use Only

Form Complete: ☐ Checklist Requirements Received: ☐ Follow up: __________________________
Course Code: __________________________ SID: __________________________
Database Entry: ☐ RPL Follow Up: YES/NO Other Requirements: __________________________