

Your child has been participating in Melbourne Taekwondo Centre Malvern's free term of Taekwondo at Glen Iris Primary School.

If you could please fill in this form, or email the below details to [Malvern@taekwondo.com.au](mailto:Malvern@taekwondo.com.au) so I can ensure you child is properly booked in to our system that would be appreciated.

At the conclusion of this term there will be a term by term fee for this class, with the assessments included. If your child attends class next term this fee will be emailed to you.

Thank you for your understanding. Any queries, please don't hesitate to email me or give me a call, 9500 2068.

Warm regards,  
Bianca Jones

### **NEW MEMBER DETAILS**

Name of new member (this name will appear on all certificates and reports):

I give permission for images and or video to be used in publicity and or promotional material (website, flyers etc) Please delete to indicate your preference  
Yes / No

Date of birth:

### **Parents Contact**

Name:

Number:

Address:

Email:

### **Terms and conditions**

**PRIVACY STATEMENT** Details in this form are to be completed by the new member or the new members' parent or guardian if the new member is under the age of 18 years. It is essential that all known details of pre existing injuries, allergies or other medical conditions are declared on this form. The new member supplies this information under the following conditions: All information will be held in the strictest of confidence. Student contact details will be used internally for club use only and may be used for information provided to Taekwondo Australia (the National affiliation). Some information may be shared with club insurers. Student contact details will not otherwise be shared with any other third party without prior consent. Medical information will be advised to other instructors where it is deemed necessary that they be aware of conditions, allergies or injuries which might affect the students performance or limit their capacity to take part in certain activities. Information on this form will also be shared with ambulance officers and / or other qualified medical personnel in the case of an accident or other medical

emergency.

**PLEASE READ OUR PAYMENT AND REFUND POLICY** Term payments must be made prior to the end of each term to secure your booking. Grading payments should be received one week prior to the scheduled grading. Only full term payments are accepted. Term fees will not be adjusted for holidays taken throughout the term, missed classes or late starts to the term. Any missed classes throughout the term may be made up at any time during the term. Paid bookings will be given priority. Your preferred class is not secured unless payment is received at the end of the previous term. Names will not appear on class lists after the 2nd week of term unless class fees have been settled. A full refund is given for cancellations made prior to the commencement of term and not after. A strict NO REFUND policy for cancellations made after the commencement of term. No refund policy extends to other activities for non attendance to the activity. Fees may be rolled over (transferred) to the following term once only. This only applies to class fees and grading fees. A refund is forfeited when fees are transferred. Refunds and transfers will not be available after the commencement of term, unless after the commencement of term, fees may be rolled over to the following term upon presentation of a medical certificate but not after the 4th week of that term. Fees are not transferable to other members (with the exception of siblings). For fee transfers, you will need to re-book your classes no earlier than 3 weeks prior to term commencing. You will not be able to automatically return to the same class, unless it is available. Phone bookings are only accepted with your credit card payment. Grading results will not be released to any members who have not paid the grading fees. Bookings for fun days, holiday programs and other activities will only be accepted with your payment and no refunds are given for cancellations on the day of the event / activity or after the event.

**INSURANCE DETAILS** Melbourne Taekwondo Centre Malvern and Moorabbin branches cover students or active members by public liability and professional indemnity insurance BUT IT DOES NOT cover students for personal accident insurance. Whilst our club exercises duty of care in all classes and makes safety its highest priority, our club recommends all students have private health insurance and or accident cover. If you do not have private health insurance you are required to purchase Taekwondo Australia's sports accident cover @ \$90 per year. For more details about Taekwondo Australia's registration and sports cover call us on 95002068. This registration is compulsory at red belt level.

I \_\_\_\_\_ being the new member, parent, guardian have read the insurance details and payment and refund policy and by returning this email I accept the terms and conditions outlined therein and further duly authorise the instructor in charge to give consent in the event of an emergency and or where it is impractical to communicate with me for the new member to receive such medical treatment as may be deemed necessary