



### Refund Terms and Conditions

Please note, full refunds (less an administration fee of \$10), are only available if you have not commenced study and you agree to delete all training material and destroy any hard copy. If you have commenced study and the facilitator has begun assessing your assignment, you are not eligible for a refund.

### Acknowledgements (tick whichever apply)

I acknowledge the refund terms and conditions noted above.

I note that I will not receive my Statement of Completion if I am unable to submit work of an acceptable standard, but am aware I can seek assistance at any time in order to meet the standard.

I understand that Reiki Education Services will store all my submissions and information securely and that information will not be provided to any third parties without my express permission (unless a legal requirement applies). Discussions/correspondence between myself and the facilitator remain confidential.

I understand that if I have concerns about any aspect of the course, I should raise these with my facilitator so that solutions may be found to our mutual satisfaction. Reiki Education Services is run by Susan (Sue) Lake-Harris, a member of the Australian Reiki Connection Inc. Sue notes that the Australian Reiki Connection's complaints procedures may be utilised by the student should the concerns not be resolved to the satisfaction of the student and Reiki Education Services. I acknowledge that a copy of ARC's contact details and Complaints Process will be provided with my initial course material/is available online.

I enter into this course of study with awareness that both myself and Reiki Education Services will work together in good faith, with the highest good of both parties in mind.

I will forward by email to [reikieducation@outlook.com](mailto:reikieducation@outlook.com), a copy of my ARC Inc. membership certificate and/or copies of my Reiki training certificate/s with the Usui Reiki Network as proof of eligibility for the reduced fee.

I acknowledge that if I enter my name using text in the signature field below, that Reiki Education Services is accepting that text as an electronic signature.

**OR**

As an alternative to entering text, I have chosen to print the document, sign manually, scan it and then send by e-mail to Reiki Education Services.

**Signed:**

**Date:**

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