



Professional Practice
Reiki Treatment Delivery &
Practice Administration
Standalone Module - Infection Control & Hygiene

Enrolment Instructions

This form is an editable pdf. Please open the form in Adobe Acrobat reader or similar, and perform a "save as" operation, giving it a new name using your first initial and surname (e.g., **J Brown.pdf**).

Respond to the questions by selecting a check box or radio button, or entering text in a text field (if you can't see a text field, e.g. for your address, just click near the heading and the field will become apparent). Once complete, save your file **under your name as noted above** with your responses and return it as an attachment to an e-mail to: reikieducation@outlook.com.

Full name:

Name (& title if desired), as you wish it to appear on your Statement of Completion:

Postal Address:

Preferred e-mail and phone contact details:

I am a past student of the Usui Reiki Network, and/or, am a member of the Australian Reiki Connection Inc. and am eligible for the \$50 reduced course fee.

Payment Information - \$50 for ARC Inc. or Usui Reiki Network graduates OR \$100 full fee

Direct Deposits

Bank Account Information:

Reiki Education Services
BSB 633 000
Acc. 133 168 849

PayPal

Not preferred for payments within Australia. If enrolling from overseas, use:

[Paypal.me/SueLH](https://www.paypal.me/SueLH)
Copy and paste the text above into a web browser.
Ensure you select AUD as the currency.

I confirm I have made the following payment in Australian currency:
(tick whichever applies)

Reduced fee by direct deposit of \$50.

Full fee by direct deposit of \$100.

Reduced fee by PayPal of \$50.

Full fee by PayPal of \$100.

I understand that a receipt/tax invoice and my first course instalment will be provided by e-mail once funds clear. This may take one or two business days.

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.

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 e-mail to reiki@suelakeharris.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.

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: