



## Food Hygiene course enrolment form

### Business Details:

Name of your business: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Nature of work (Bakery, café, etc): \_\_\_\_\_

Postal Address for receipt & certificates: \_\_\_\_\_

Would you prefer to receive confirmation of your enrolment via **post** or **email**? (circle one)

Contact email address: \_\_\_\_\_

How did you hear about us? (e.g. pamphlet/flyer, City Council, word of mouth etc) \_\_\_\_\_

**Attendee Details:** *Please print clearly* **Note: A mobile number is required for each attendee in case we need to contact them at short notice. Course notes & exams will be issued on the day of the course**

First Name	Surname	Mobile number	Circle preferred language for course notes and exam
			English / Chinese/ Cambodian / Korean
			English / Chinese/ Cambodian / Korean
			English / Chinese/ Cambodian / Korean
			English / Chinese/ Cambodian / Korean
			English / Chinese/ Cambodian / Korean
			English / Chinese/ Cambodian / Korean

### Course you are enrolling for:

- Grey Lynn
  Kelston
  Onehunga
  Christchurch (South Island)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Payment by:

- Cheque (made out to Burwater Pacific)
  Direct credit (please contact the Burwater Pacific office for account details)

### Send your payment & enrolment form to:

**North Island - Burwater Pacific, P O Box 90 066, Victoria Street West, Auckland**

**South Island - Burwater Pacific, P O Box 1052, Christchurch, 8140**

You will then be sent confirmation of your place on the course

A receipt will be posted after the course unless otherwise requested.

### Course Costs:

- \$140 incl GST per person
- **Special Offer** for three attendees: Pay full price (as above) for the first two people and the third person comes for half price of \$70 – Total of \$350 incl GST for 3 people.

### Please sign below to indicate you understand the following information:

I have read and understand the Terms and Conditions provided to me with this enrolment form. I have included my payment with this form or have arranged for direct credit payment to be made.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only: Payment received <input type="checkbox"/>	Confirmation sent <input type="checkbox"/>	Invoice number: _____
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## Food Hygiene Course Terms & Conditions

Keep this information on hand

- 1 All course attendees must arrive 10 minutes prior to the course start time. We reserve the right to refuse entry to any attendee who arrives more than 15 minutes late to a course but they will be offered the chance to attend the course at a later date.
- 2 A multiple choice, open book exam will be conducted at the completion of the course. You will be given 30 minutes to complete the exam. A pass mark of 65% is required to receive your certificate.
- 3 Certificates will be posted within 2 weeks of the course date, unless otherwise arranged.
- 4 Payment is required before the day of the course and once payment is received your place on the course be confirmed by email or post. Payment for attendees who enrol less than three days before a course will be accepted on the day of the course by prior arrangement. The trainer reserves the right to refuse entry to an attendee if they have not enrolled prior to the day of the course.
- 5 If an attendee is unable to attend a course they have enrolled in due to unforeseen circumstances they will be given the opportunity to enrol in another course at a later date. If they choose not to rebook their payment will be refunded, minus a \$25 admin fee.
- 6 Should an attendee attend the course and leave partway through of their own accord, no refunds will be given.
- 7 Course notes and exams are available in English, Traditional Chinese, Cambodian and Korean. Course notes will only be issued on the day of the course.
- 8 The course will be taught in English. If English is your second language you are permitted to have an interpreter accompany you to the course free of charge and help you during the training session. The exam must be completed on the day of the course with no help from the interpreter. You must advise us prior to the day of the course if you wish to bring an interpreter.
- 9 To maintain the credibility of the food hygiene training certificates that we issue, Burwater Pacific has a strict 'no cheating' policy. If an attendee is caught cheating during the exam, they will be separated from the rest of the group and if cheating continues or a serious cheating incident occurs, they will be asked to leave the course immediately. If an attendee is asked to leave a course, there will be no refund of course fees. The attendee however will be given the opportunity to complete the exam at a later date under strictly controlled conditions at an extra charge of \$50.
- 10 Burwater Pacific reserves the right to cancel a course at any time. All measures will be taken to notify the enrolled attendees as soon as possible and reschedule them on a future course.
- 11 Burwater Pacific reserves the right to submit a student's work for the purposes of external/nation moderation.