

# ENROLMENT FORM

## PROFESSIONAL COURSES

Please complete all sections and return to:  
[enrol@outwardbound.co.nz](mailto:enrol@outwardbound.co.nz)  
PO Box 25274, Wellington 6140  
Fax: +64 472 8059

### PERSONAL DETAILS

FULL NAME

DATE OF BIRTH (DD/MM/YY)

AGE

I IDENTIFY MY GENDER AS:

MY PREFERRED PRONOUNS ARE:

What words would you like us to use when not using your name, such as; he, she, they etc.

ETHNICITY

CITIZENSHIP/RESIDENCY

NZ Citizen/Resident

Australian/Pacific Island Citizen

Other

POSTAL ADDRESS

PRIMARY CONTACT NUMBER

SECONDARY CONTACT NUMBER

EMAIL

YOUR ORGANISATION AND JOB TITLE

YOUR MANAGER'S NAME

YOUR MANAGER'S EMAIL ADDRESS

YOUR MANAGER'S CONTACT NUMBER

### EMERGENCY CONTACT

Please note: your emergency contact must reside in New Zealand

FULL NAME

POSTAL ADDRESS

Tick here if same  
as your own

PRIMARY CONTACT NUMBER

SECONDARY CONTACT NUMBER

EMAIL

OFFICE USE ONLY  
COURSE CODE



# PERSONAL DETAILS

## DIETARY REQUIREMENTS

None	Dairy free
Vegetarian exclusive	Vegan
Food intolerance	Cultural/religious
Gluten free	Food allergy
Coeliac	Other

Provide details e.g. food type, severity, last reaction

## FITNESS

Excludes some adapted and custom design programmes that have their own fitness requirement.

Can you comfortably run 3km in under 25 minutes and complete a full day's activity?

Yes No

## WATER CONFIDENCE

Are you confident in water and comfortable putting your head underwater?

Yes No

## SMOKING & VAPING

Do you smoke or vape?

Yes No

Are you willing to go smokefree at Outward Bound?

Yes No

## CRIMINAL

Do you have any charges pending OR convictions,?

Yes No

If yes, provide details of convictions, charges, sentences and dates:

HEIGHT (CM)

WEIGHT (KG)

## MENTAL HEALTH

Have you experienced any mental health challenges such as anxiety/depression/bi-polar/schizophrenia/eating disorder/self harm in the past 2 years?

Yes No Unsure

## HEALTH & WELLBEING

Do you have, or have you ever had, any of the following medical, behavioural or developmental issues?

Neurodiverse -  
Autism spectrum disorder  
(ASD), ADHD, dyslexia etc.

Disability -  
Hearing/intellectual/physical/  
vision

Diabetes

Serious illness/major  
operation/knocked  
unconscious in last year

Epilepsy

Other

Allergic reactions to  
bees/wasps/peanuts

None

Treatment/  
counselling for  
alcohol or drug use

If you ticked yes to any of the listed medical issues, please provide further information:

## MEDICATION

Do you take any medication?

Yes No

If yes, please list medication names and dosages:

# PAYMENT

## PAYING MY FULL COURSE FEE

- I will be paying the full fee
- My company will be paying the full fee
- Other (please provide details below)

## PURCHASE ORDER (IF REQUIRED)

If you are paying by credit card please complete the payment section below, otherwise leave blank.

Please charge my: EXPIRY DATE (MM/YY)  
VISA      MASTERCARD      /

CARD NUMBER

NAME ON CARD

SIGNATURE\*

See over the page for instructions on creating a digital signature

---

# TERMS & CONDITIONS

## PAYMENT

### Paying your course fee

Full payment of a business course fee is due by the 20th of the month following the date on your invoice. Course fees are in NZ dollars and are GST inclusive. Contact our Funding Advisor for more information - email [funding@outwardbound.co.nz](mailto:funding@outwardbound.co.nz) or phone 0800 688 927.

### Transfers

Your full course fee may be transferred once only to another course date up to 45 days before your course start date. (Transfers are not applicable to scholarships provided by Outward Bound).

### Refunds

Fees are refundable up to 45 days prior to the commencement of the course, less an administration fee of 10%. Fees are non-refundable except for medical reasons, at which point a medical certificate is required for cancellation.

### Cancellations

Within 45 days, your full course fee is not transferable or refundable. Cancellations must be received in writing.

### Departure

If you depart early or are sent home from your course, your full course fee is not transferable or refundable.

## PRIVACY

### Personal information

Your personal information will be held confidential to Outward Bound, in accordance with the Privacy Act (2020), for the purposes of Outward Bound courses and associated administration, including promotional activities.

You have the right to see all information held by Outward Bound and may ask at any time for that information to be corrected.

You authorise Outward Bound the right to send a copy of your course report to your course fee sponsors, including employers, if requested.

### Promotional material

You authorise Outward Bound the right to use your name, comments and images (video footage or photographs) that are obtained in relation to your Outward Bound participation and to disclose this information to third parties for marketing and public relations purposes; these materials will remain the property of Outward Bound.

You grant Outward Bound permission to contact you by email, including a regular e-newsletter and other updates.

## HEALTH & WELLBEING

### Safety

Your safety and welfare is our primary concern, however you do participate at your own risk and there are times without direct staff supervision. Our courses are designed to be mentally, emotionally and physically challenging, with long days and a good night's sleep not guaranteed. Activities occur in all weather conditions and can include off-track tramping, camping (sometimes alone), kayaking, running, sailing, swimming, rock climbing and high-ropes.

Although we have procedures in place to minimise risk, none of these risks can be completely eliminated. When undertaking any activity, you will be briefed on the risks and how to manage them. There is a chance you could get a cold, stomach illness, blisters, sunburn, exhaustion, wasp stings, infected cuts or insect bites, sprains, or some other injury, and may be asked to sit out certain activities.

There have been no major life changing injuries at Outward Bound in over 20 years, however, serious risks can never be completely eliminated. These include death or injury from falling, drowning, burns, hypothermia, heat stress or road accidents. To reduce the likelihood of a serious accident we have a robust externally audited safety management system, which includes trained staff, up-to-date weather forecasts, robust communication protocols, modern equipment, and emergency procedures.

### Smoke, drug & alcohol free

Outward Bound has a strict no-smoking policy. No alcohol or non-prescription drugs are permitted.

### Medical declaration

Your Outward Bound medical declaration must be returned to us at least 8 weeks before your course start date. You may be asked to book an appointment with your doctor if we require further medical information.

**Confirmation of your enrolment is subject to approval from both your doctor and Outward Bound. This is to ensure your safety, the safety of others, and quality course outcomes for all.**

[Continue and sign over the page >](#)

## COVID-19

If your course is postponed by Outward Bound due to COVID-19 we will offer an unconditional transfer of your booking to a later date, valid for 18 months from the original course start date. A maximum of 3 booking changes (up to 40 days before course start date) can be made in that time if your course is postponed due to COVID-19.

Should the NZ Government's COVID Alert Level require the school to close and you have completed less than 50% of your course, you will be eligible for a 50% refund of your course fee (excluding travel and medical fees).

It is the responsibility of the student and/or their guardian to check the NZ Ministry of Health places of interest list up to the day of your course starting. Non-disclosure of potential contact with a positive COVID-19 case prior to arrival on course resulting in reduced course(s) days or course departure will not be refunded and the student will not be eligible for a returnee discount.

Please go to [www.outwardbound.co.nz/covid-19-response-plan/](http://www.outwardbound.co.nz/covid-19-response-plan/) for more information.

## PERSONAL DECLARATION

- I have read the above information and I understand that there are risks associated with participating in some course activities and these risks cannot be completely eliminated. Risks exist in these activities that may result in serious injury or even death.
- I am willing to fully participate in my course, comply with all instructions, and respect others, their beliefs and belongings.
- I understand that, to the maximum extent allowable by New Zealand law, Outward Bound is not liable for any injury, damage, delays or other additional costs that I incur. If I am an international participant, these terms and conditions and my participation in Outward Bound is governed by New Zealand law; I am therefore subject to the exclusive jurisdiction of New Zealand courts.
- I understand that, except as expressly permitted by law, if I give false information, withhold relevant information, or do not advise of any new relevant information, and that if I do not comply with the above Terms and Conditions, my enrolment may be cancelled or I may be sent home from my course at my own expense.
- I give consent for Outward Bound to contact my emergency contact in the event of a medical necessity, and give consent for the disclosure of personal medical information to my emergency contact.

PARTICIPANT NAME

TODAY'S DATE

/ /

PARTICIPANT SIGNATURE\*

\*To sign this document digitally, click into the participant signature box. Select an existing digital signature or choose to create a new digital ID.

To create a new ID: Select option new PKCS# option. Enter your personal details and leave all other fields as defaulted. Create a password. On the next screen enter your password and click sign, save the form to your local drive. You will now see your signature in the document.