

# ENROLMENT FORM

OFFICE USE ONLY  
COURSE CODE



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

## 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	Please note, additional fees apply for all non NZ Citizens/Residents: \$880 for 21 day courses, \$370 for 8 day courses. Proof required for NZ Citizens/Residents not currently residing in New Zealand,
NZ Citizen/Resident	
Other	

CULTURAL & RELIGIOUS REQUIREMENTS

Do you have any cultural and/or religious requirements?

Yes          No

If yes, please describe these requirements

POSTAL ADDRESS

EMAIL

PRIMARY CONTACT NUMBER

YOUR SCHOOL OR EDUCATION PROVIDER

YOUR ORGANISATION AND JOB TITLE

NAME ANYONE YOU KNOW ATTENDING THE SAME OUTWARD BOUND COURSE AS YOU

## 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

CONTINUED >>

# 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:

HEIGHT (CM)      WEIGHT (KG)

## FITNESS

Can you comfortably run 3km in under 25 minutes?	Yes	No
Can you complete a full day of physical activity?	Yes	No

## WATER CONFIDENCE

Are you confident in water and comfortable putting your head underwater?	Yes	No
Can you swim 20 metres?	Yes	No

## SMOKING & VAPING

Do you smoke?	Yes	No
Do you vape?	Yes	No
Are you willing to go smoke & vape-free at Outward Bound?	Yes	No

## CRIMINAL

Do you have charges pending, convictions, or ever had any involvement with Youth Court?	Yes	No
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If yes, provide details of convictions, charges, sentences and dates:

## MENTAL HEALTH

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

Yes      No      Unsure

Provide details:

## 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/fainted within last year
Seizures - If yes, specify type and date(s)	Heart/Respiratory condition
Allergic reactions e.g. bees/wasps/nuts	Dislocation/Joint injury
Treatment/ Counselling for alcohol or drug use	Other
Epilepsy diagnosis	None

**\*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, dosages and start dates:

# PAYMENT

Check out our online fundraising guide at [outwardbound.co.nz/funding](https://outwardbound.co.nz/funding)

## PAYING MY REMAINING COURSE FEE

I will be paying the remainder of my course fee by

Bank transfer      Credit card

A sponsor will be paying my remaining course fee

Please provide sponsor name and contact details e.g. phone, email address:

## PURCHASE ORDER (OPTIONAL)

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 is required 8 weeks before your course start date. Course fees are in NZ dollars and are GST inclusive. For support with fundraising head to our website: [www.outwardbound.co.nz/planning/funding/](https://www.outwardbound.co.nz/planning/funding/)

### Transfers

Your full course fee may be transferred once only to another course date up to 30 days before your course start date. (Transfers are not applicable to scholarships provided by Outward Bound). Any additional transfers will incur a fee of \$749 per transfer.

### Refunds, cancellations & departures

– *applies to all courses ending on or before 30/06/23*

Your course fee, less your \$749 deposit, is refundable up to 40 days before your course start date. (Deposits are non-refundable except for medical reasons, at which point a verified medical certificate is required for cancellation).

If you cancel within 40 days of your course starting, your full course fee is not transferable or refundable. Cancellations must be received in writing i.e. email.

If you depart early or are sent home from your course due to behaviour or motivation barriers, or you depart your course due to an undisclosed existing medical or mental health condition, your course fee is not transferable or refundable.

If you depart due to an injury or illness incurred on course, you may have the opportunity to return at a later date. This will be handled on a case by case basis.

### Updated refund, cancellation & departure policy – *applies to all courses starting 01/07/23 onwards*

Your course fee, less your \$749 deposit, is refundable up to 30 days before your course start date. (Deposits are non-refundable except for medical reasons, at which point a verified medical certificate is required for cancellation).

If you cancel within 30 days of your course starting, your full course fee is not transferable or refundable. Cancellations must be received in writing i.e. email.

If you depart due to an injury or illness incurred on course, and you have completed less than 70% of your course, you will receive a pro-rata refund, e.g. you will be refunded for each day of your course you did not complete, less your deposit. If you have completed 70% or more of your course, you will not receive a pro-rata refund.

If you have received Outward Bound scholarship funding towards your course fee or you are participating in any custom design course, refunds are handled on a case by case basis.

If you depart early or are sent home from your course due to behaviour or motivation barriers, your course fee is not transferable or refundable.

If you depart your course due to an undisclosed existing medical or mental health condition, your course fee is not transferable or refundable.

### COVID-19 refund policy

All participants are required to take a Rapid Antigen Test (RAT) the day before their course starts and email a photo of the test result, negative or positive, no later than 3pm that same day to [testresults@outwardbound.co.nz](mailto:testresults@outwardbound.co.nz).

If you test positive for COVID-19 during your Outward Bound course, you are only eligible for your pro-rata refund if you took your pre-course RAT and emailed the results to [testresults@outwardbound.co.nz](mailto:testresults@outwardbound.co.nz)

If you test positive while on course and have completed less than 70% of your course (regardless of course length), you will receive a pro-rata refund, e.g. you will be refunded for each day of your course you did not complete, less your deposit. If you complete more than 70% of your course and then test positive for COVID-19, you will not be refunded for the remaining course days.

If you test positive for COVID-19 or are identified as a household contact within 7 days of your course start and are unable to attend, please contact our enrolments team immediately to discuss your course transfer options. Proof of infection will be required.

If you test positive for COVID-19 during your course and choose to isolate at the Outward Bound school in Anakiwa, you will be charged \$50 per night for your 7 day isolation period. This fee covers food, utilities, and supervision. The isolation fee will be deducted from any refunds due (if applicable).

Please note a separate COVID-19 isolation cost and refund policy applies if you have received Outward Bound scholarship funding towards your course or you are participating on any custom design course. Please contact our team for further details.

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## HEALTH & WELLBEING

### Smoke, vape, drug & alcohol free

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

### Medical form

Your Outward Bound medical form must be completed by a medical doctor or nurse practitioner no more than 90 days\* before your course, and returned 8 weeks before your course start date. You will be sent a medical form later in the enrolment process.

\*Mind Body Soul, Classic, and Leaps & Bounds course participants' medical forms are valid for 180 days, unless told otherwise.

### 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 25 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.

## 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.

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

## 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 next of kin in the event of a medical necessity, and give consent for the disclosure of personal medical information to my next of kin.

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.