

TERMS AND CONDITIONS:

1. IMPORTANT INFORMATION FOR CLIENTS:

Please carefully check the above details and ensure there are no errors or omissions.

Please return this form to us with payment to be eligible for the course. We cannot guarantee your booking until your payment has been processed.

The terms and conditions of this agreement are important to you and are set out below. It is your responsibility to make sure you have read and understood the conditions before entering the agreement. By returning the document to us, you are confirming the details are true and correct. VicRoads may be unable to re-issue you with a licence if your details are incorrect or incomplete.

Once you are satisfied and wish to book your course, you should complete the payment details and email the document back to us. By signing this agreement, you are indicating that you have read and understood the terms of this entire agreement.

2. ELIGIBILITY

AddEducation is a VicRoads approved provider of the Behavioural Change Program for sanctions under section 58C of the Road Safety Act 1986 (the Act) and all other sanctions in the Act that now carry a Behaviour Change Program requirement. The Program is only available to participants who are notified in accordance with the Act as required to complete the specified Program.

Registration in the Program is subject to confirmation of:

- Evidence of eligibility; and
- Evidence of identity

3) CONDITIONS OF ATTENDANCE:

The Program is only available to participants who are notified in accordance with the Act as required to complete the specified Program.

To attend the course you must:

- Attend the course in a free of drugs and alcohol (random clients may be requested to provide proof and/or may be breath tested for alcohol)
- Attend the entire course and be respectful of all participants and facilitators
- Provide evidence of your eligibility (ie your letter from VicRoads); and
- Appropriate evidence of identity as detailed herein

NB: Support people, interpreters and observers may attend this course. If in attendance, such persons will be required to complete a Confidentiality Deed and will be identified to you at the beginning of the

course. You must notify us immediately upon return of this registration form if you have concerns or object to the attendance of such persons.

4) IDENTITY

a) On arrival at your course, you must provide ONE of the following:

- Australian photo driver licence or learner permit photo card.
- Victorian marine licence photo card.
- Victorian firearm licence photo card.
- Victorian Security Guard/Crowd Controller photo card.
- Australian passport.
- An overseas passport (If expired by more than two years it is acceptable if accompanied by a current Australian visa.
- Document of identity issued by the Passport Office (usually issued to travellers to Norfolk Island).
- Australian police force officer photo identity card.
- Consular photo identity card issued by the Department of Foreign Affairs and Trade.
- Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and Commemorative birth certificates are not accepted).
- Australian naturalisation or citizenship certificate, or a Document for Travel to Australia or an ImmiCard, issued by the Department of Immigration and Citizenship or the Passport Office.
- NSW Photo Card (issued by NSW RMS after 14 December 2008).
- Birth card (issued by NSW RMS prior to August 2008).

b) AND ONE OF

- State or federal government employee photo ID card.
- Medicare card.
- Department of Veterans Affairs card.
- Pensioner Concession card.
- Current entitlement card issued by the Commonwealth.
- Student identity card.
- Any Australian or overseas credit card or account card from a bank, building society or credit union.
- Working with Children Check card.
- Australian Proof of Age card.
- Australian Keypass card.
- Australian Defence Force photo identity card (excluding civilian staff).

Please note: Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. Any authority or approval, given as a result of providing such information/documents, may be reversed and have no effect.

5) ABOUT THE PROGRAM

a) The Behaviour Change Program:

- Will be conducted by Approved Facilitators with skills in behaviour change, group therapeutic processes and working with mandated populations.
- Takes a motivational interviewing approach that is engaging, non-threatening, non-judgemental and is similar to other group-based behaviour change programs
- Incorporates evidence-based design with a focus on best practice principles.
- Supports participants to identify and discuss the motivating factors that led them to drink and or drug drive; investigate motivations for changing their behaviour and develop an action plan to assist them to not drink and or drug drive in the future
- Facilitates a screening process to identify serious alcohol and or other drug issues and where appropriate allows for an assertive referral for further support and assessment, where appropriate.
- Requires involvement of all participants, asking them to consider where, when and why they engage in high risk driving behaviour.
- Invites participants to formulate ways to eliminate high risk driving behaviour and develop strategies to maintain this over time.
- Requires participants to complete activities and actively participate during the program.

To remove your driver licence sanction, each participant must follow particular steps based on their specific sanction. See the VicRoads website 'Getting your licence back'

<https://www.vicroads.vic.gov.au/licences/demerit-points-and-offences/drink-driving-offences/getting-your-licence-back-after-a-drink-driving-offence>

b) Drink Driver Program AND Drug Driver Program

These programs run for 6 hours, comprising 2 x three hour sessions conducted over consecutive weeks.

c) Intensive Drink and Drug Driver Program

This program runs for 10 hours (drug-drivers) or 12 hours (drink-drivers). Both drink and drug-drivers attend for 10 hours, comprising 3 x three hour sessions plus a one hour individual counselling session conducted over three consecutive weeks. Drink- drivers then attend a 2 hour pre-alcohol interlock removal program intended to be completed in the month preceding removal of the alcohol interlock condition. A Certificate of Completion will also be issued on completing this program.

6) PROGRAM FEEDBACK AND EVALUATION

Participant provision of feedback is voluntary and not required for Program completion.

7) PROGRAM FEES:

a) VicRoads Fee

VicRoads sets a Program Cost Recovery Fee payable by all participants. The fee covers the costs of establishing and administering the Program. Certificates of Completion must be retained by the Approved

Provider until the participants have paid all their fees. ***If a participant does not successfully complete the Program, VicRoads will not refund the Program Cost Recovery Fee.***

b) Concession

To be eligible for a concession rate, please provide with your payment one of the following current Australian Government recognised cards (you must also bring a copy to your course):

(a) a pensioner concession card issued under section 1061ZF of the Social Security Act 1991 of the Commonwealth; or

(b) a health care card within the meaning of the Social Security Act 1991 of the Commonwealth other than -

- i. in respect of a child in foster care; or*
- ii. a child in respect of whom a carer allowance under section 953 of that Act is payable; or*

(c) a Gold Card, being a card issued to a person who is eligible—

- i. for treatment under Part V of the Veterans' Entitlements Act 1986 of the Commonwealth; and*
- ii. to receive a pension under section 13(1) of that Act as—*

(A) the widow or widower of a veteran within the meaning of that Act; or

(B) a totally and permanently incapacitated veteran to whom section 24 of that Act applies; or

(d) a Gold Card, being a card issued to a person who is eligible for treatment under Part V of the Veterans' Entitlements Act 1986 of the Commonwealth, other than a dependant (not including the widow or widower) of a veteran.

The concession card must be current and issued in the participant's name as the primary card holder.

Certificates of Completion must be retained by the Approved Provider until the participant has paid all their fees.

STANDARD FEE

| | PROFESSIONAL + (inc GST) | VICROADS | TOTAL |
|--------------------|-------------------------------------|-----------------|--------------|
| DRINK DRIVE | 528 | 67 | 595 |
| DRUG DRIVE | 528 | 67 | 595 |
| INTENSIVE | 828 | 67 | 895 |
| INTERLOCK | 248 | 0 | 248 |

CONCESSION FEE

| | PROFESSIONAL + | VICROADS | TOTAL |
|--|-----------------------|-----------------|--------------|
|--|-----------------------|-----------------|--------------|

| | | | |
|--------------------|-----------|----|-----|
| | (inc GST) | | |
| DRINK DRIVE | 499 | 34 | 533 |
| DRUG DRIVE | 499 | 34 | 533 |
| INTENSIVE | 799 | 34 | 833 |
| INTERLOCK | 199 | 0 | 199 |

8) PRIVACY, CANCELLATION, AND REFUND POLICY

Cancellation or non-attendance at a booked course may incur an administrative fee of \$85.

Details of AddEducation's Privacy, Cancellation, and Refund Policy can be found on our website at:

Completion of this registration form provides this organisation with your consent to the collection and use of your data for the purposes of Approved Provider reports and any VicRoads Program evaluation processes. This includes consent for Approved Providers to share information with another Approved Provider, where a participant attends session 1 with one Approved Provider and session 2 with a different Approved Provider.

If a participant does not successfully complete the Program, VicRoads will not refund the Program Cost Recovery Fee.

If you do not provide personal information requested of you by AddEducation, we may be unable to provide you with the products or services requested of you.

9) CONDITIONS OF SUCCESSFUL COMPLETION OF PROGRAM

a) To be eligible for a Completion Certificate participants must participate as follows:

- Enrol in the correct program and pay the associated fees
- Punctually attend the entire Program
- Attend on time
- Complete all components of the Program
- Participate in and complete the required tasks and activities
- Contribute to Program activities and group discussion
- Complete Program activities within the Participant Handbook
- Pay the Program Cost
- Pay the Government Program Cost Recovery fee.

NB: It is a VicRoads requirement that participants who do not attend the full Program, or who fail other Program requirements, must be directed to re-enrol in a future Program.

Each participant will receive a Certificate of Completion when they complete the program.

The certificate will also indicate if you have been offered a referral for further assessment.

Participants will be required to present the original of the Certificate to the Court and/or VicRoads. Once presented, they will be advised to keep the original for their own records.

10) ALCOHOL AND DRUG REFERRAL OPTIONS

At, during, or following the Behavioral Change Program, it may be determined by your BCP professional that you would benefit from an individual assessment or counseling review specific to your past and or present behavior related to risk and drug and alcohol use. The need to complete or not complete this step will be reflected on your BCP completion certificate. *Where required, a written statement from a professional will be important in terms of demonstrating to VicRoads or the Court that you have completed the review.*

NB: You are free to choose your own referral source. We have listed our partner and recommended agencies below for your convenience.

a) TRAUMA CENTRE AUSTRALIA

Booking Contact:

- T: Call 92059488 and ask for a “post-BCP Counseling Review”
- M: 0425181191
- E: reception@traumacentre.com.au

Locations

Head Office Kew VIC.

All BCP locations offered by AAA and AddEducation

Most AAA or AddEducation clients can be accommodated within 24 hours. Fee \$85 for review including a written report, by a Psychologist or VicRoads accredited facilitator, specific to the needs of the Court and or VicRoads.

A Medicare rebate may be available for clients with mental health care plan.

b) Accredited Programs – Paul Kaldawi

Booking Contact:

- T: 9886 5099
- M: 0401684875

Locations

All BCP locations offered by Accredited Programs

c) Odyssey House, 660 Bridge Rd Richmond VIC

Booking Contact:

- T: (03) 9420 7600

- E: odyssey@odyssey.org.au
- Fax: (03) 9425 9537

d) Turning Point; Clinic Address - 110 Church Street, Richmond, 3121

Booking Contact:

- <https://www.turningpoint.org.au/>
- T: (03) 8413 8413
- F: (03) 9416 3420
- E: Info@turningpoint.org.au

11) General information....

Victoria's road safety strategy and action plan - www.towardszero.vic.gov.au

VicRoads - www.vicroads.vic.gov.au

Department of Health and Human Service - <https://www2.health.vic.gov.au/alcohol-and-drugs/aod-treatment-services/pathways-into-aod-treatment>

12) PAYMENT

Telephone: Call our office on 9205 9490 to make a credit card payment over the phone.

OR

Credit Card:

Please complete the following credit card details and return this form to us.

Course Cost \$ 528.00

Government Fee \$ 67.00

Total Cost \$ 595.00

Payment Type Visa

Card Holders Name _____

Card Number

Expire Date

CCV

Signature _____

Date _____