



Academy Address:
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Postal Address:
4 Bennett Road,
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'Being trained means being prepared'

Please complete and return this form prior to the course date, to ensure your position. You will be contacted confirming your position.

Course: Course Date:

Company:

Contact Name:

Position Held:

Business Address:

Postal Address:

Email Address:

Phone #: Fax #: Mobile #:

I, the above, authorise this training and agree to the terms and conditions outlined herein.

Signature: Date: Purchase Order #

Please list the Given and Surnames of your organisation's participants below. (P = Participant, M = Mobile #)
(Please note mobile numbers help us to ensure persons can be contacted the day before the training is to be conducted)

As of the 1st of January 2015 learners are required to supply RTO's with their USI number. To register go to www.usi.gov.au. You **MUST have your USI with you on the day of training.**

P1	<input type="text"/>	M	<input type="text"/>	P2	<input type="text"/>	M	<input type="text"/>
P3	<input type="text"/>	M	<input type="text"/>	P4	<input type="text"/>	M	<input type="text"/>
P5	<input type="text"/>	M	<input type="text"/>	P6	<input type="text"/>	M	<input type="text"/>
P7	<input type="text"/>	M	<input type="text"/>	P8	<input type="text"/>	M	<input type="text"/>
P9	<input type="text"/>	M	<input type="text"/>	P10	<input type="text"/>	M	<input type="text"/>
P11	<input type="text"/>	M	<input type="text"/>	P12	<input type="text"/>	M	<input type="text"/>

Payment Options

<input type="checkbox"/> Invoice: Please attach your company purchase order (if applicable) or fax it to +61 0260 433 258	<input type="checkbox"/> Cheque: Please attach to this form. Alternatively, we can send you a remittance to attach your cheque to.	<input type="checkbox"/> Direct Deposit: Hume Bank BSB 640 000 Account # 5578 8959
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No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to the course commencement. Cancellation received 48 hours prior to the course will be subject to a 15% administration fee and a non attendance without notification will be subject to 50% of the total course fee. With the exception of CPCCOHS1001A Work Safely in the construction Industry, full payment is required prior to the commencement of training.

Office Use Only

Confirmation email sent Invoice sent Payment received