THURGOONA Training Academy
Course Booking Form 2025

'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: Start Date: End Date:

Course Location:

Company:

Contact Name: Position Held:

Business Address:

Postal Address:

Email Address:

Accounts Email:

Phone #:   Fax #:   Mobile #:

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

Signature: Date: Purchase Order #

Without a verified USI number, RTO's cannot issue a certificate. If not already supplied go to www.usi.gov.au and create a USI.

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)

Particpant Name	Mobile Number	USI Number	Particpant Name	Mobile Number	USI Number

Payment Options

Invoice: Please attach your company purchase order (if applicable)	**Cheque:** Please attach to this form. Alternatively, we can send you a remittance to attach your cheque to.	**Direct Deposit:** Hume Bank
☐	☐	☐ BSB 640 000
		Account # 111 055 284

No fee for cancellation will be imposed providing notification is given in writing seven calendar days prior to course commencement. Cancellation received 48hrs 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 CPCCWHS1001 Prepare to 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