

## Enrolment Form

### Personal Details

Last Name.....

Given Names .....

Name as it should appear on the Certificate .....

Street .....

Town/Suburb..... Postcode.....

Contact Details: Home Phone..... Work Phone.....

Mobile ..... Email address .....

Male  Female

To assist us in providing for your requirements, would you please indicate any of the following special needs:

Visual/sight  Hearing  Physical  Intellectual  Chronic Illness  Literacy

Other .....

Course you are enrolling in .....

Commencement date ..... completion date .....

Handbook received

I wish to apply for:..... RPL  CT

#### Office Use Only

Student ID No: .....	Payment: FFS / Purchase Order
Details of Purchase Order.....	Receipt No: .....
Details entered in database.....	Amount: \$.....
	Refund Policy signed .....
	Date: .....
	Initials: .....

**Payment Details**

- Cash (Pay at Reception).....Total \$.....
- I enclose my cheque/money order.....Total \$.....
- Charge to my Mastercard/Visa/Bankcard.....Total \$.....
- Payment Plan (50% upfront then \$.....over....weeks) Total \$.....\*

Name on Card: .....

Card Number:

Expiry Date: .....

- Payment must be made prior to course commencement date
- Payment Plan only available to approved clients
- No refund will be issued unless 48 hours cancellation notice is given (less 15% Admin Costs) refer Refund Policy on page 3.



Payment Plan Application

Deposit (non refundable).....

Number of payments requested.....

Date	Amount Paid	Balance

## Refund Policy

Training dates are to be arranged with a trainer and an enrolment form must be signed (as well as payment plan if applicable)

If an applicant wishes to cancel, a refund will be available (less 15% of the total course cost to cover administration fees), as long as the applicant has given RTO 48 hours written notice, prior to commencement of course. As a general rule, no refund will be payable after course has commenced, however, exceptions will be considered on a case by case basis.

Should RTO need to postpone a course for any reason every effort will be made to reschedule the course within the following two months. If, however, this is not possible, or the rescheduled dates do not suit, participants will be entitled to a full refund.

I hereby agree to the conditions set out in the above Enrolment and Refund Policy.

Name .....

Signature .....

Date.....

### Office Use Only

I hereby declare that I have received the sum of \$ ....., being agreed refund due to me.

Signed .....

Date .....