

STUDENT ENROLMENT FORM

Company Details			
Company Name:		Authorised Contact:	
ABN:		Position:	
Phone:		Email:	
Street Address:			Postcode:
Billing Address:			Postcode:

Certificates
Upon successful completion participants will receive a Statement of Attendance. For compliance purposes please provide an email address for electronic copies to be sent: _____

Participant Details				
Name	Email:	Course Name:	Location	Date

Client Requests (Please indicate here regarding company specific reporting requirements, LLN results, enrolment queries, dietary requirements).

Privacy Statement
 Information collected from this form will only be used for government reporting and compliance matters. Calibre Training & Development will not disclose any information collected from this form to a third party without the student's express permission or when required by legislation to do so.

Disclosure Outcomes play an important role in developing and delivering training and are used as part of customer satisfaction, continuous improvement and market purposes. If you have any objection to being contacted, please tick here <input type="checkbox"/>

Authorised Representative's Declaration	
<p>In signing this enrolment form, I agree that:</p> <ul style="list-style-type: none"> ▪ I am authorised to act on behalf of the company. ▪ I have been given information on relevant fees and charges. ▪ I agree to the enrolment terms and conditions. ▪ I understand that I have access to a complaints and appeals process. ▪ I have been asked if staff require additional support with literacy and/or numeracy to complete this course. ▪ I understand that I am enrolling staff into a Regulator Approved WHS course. 	
Signature:	Date:
Name:	Title:

Please note that enrolment is not confirmed or guaranteed until notified with an enrolment confirmation.

Payment Details																							
Credit Card	<input type="checkbox"/>	Type: (please circle)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard																				
		Name on Card:																					
		Card Number:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
		Expiry Date:																					
CCV:																							
Direct Deposit	<input type="checkbox"/>	Account Name: Calibre Training & Development Bank: ANZ BSB: 013-423 Account Number: 83 659 2341																					
Purchase Order	<input type="checkbox"/>	I require an invoice to raise a purchase order.																					

TERMS & CONDITIONS

Note: All bookings are considered firm bookings. Calibre Training & Development do not hold places or accept tentative bookings.

Payment Terms:

1. Payment must be made in full within seven (7) days from the date of invoice.
2. Payment must be made prior to course commencement.
3. Any bookings made within seven (7) days of course commencement must be paid by credit card.
4. In the event of a transfer or cancellation course fees can be held across until the next available intake, alternatively a refund can be requested.
5. For any re-issue of a certificate due to the original issued certificate being lost or misplaced, there will be a fee of \$25.00 (incl. GST) for each.

Obligations:

Calibre will ensure that training is provided safely in a diligent, careful, skillful and competent manner.

Workplace Health & Safety:

If the training or any part thereof is to be performed at your premises, you shall ensure a safe work environment and you agree to comply with all applicable workplace health and safety legislation.

Transfers and Cancellations:

1. Please provide any transfer or cancellation requests in writing to info@calibretd.com.

2. A substitute student will be accepted at no additional cost up to a day in advance of the course delivery.
3. Transfer requests will attract a \$25.00 administration fee (incl. GST).
4. Non-attendance on the day of training will attract the full course fee. In the instance of training cancellation due to unforeseen circumstances or under special circumstances will be assessed on a case by case basis.
5. No refunds are available after the course commencement. A transfer to a later date will be offered. Under extreme circumstances cases will be reviewed at the discretion of management.
6. Calibre Training & Development reserve the right to cancel or postpone a course to a later date. All affected participants will be offered the option to transfer into a later intake or receive a full refund.
7. The following refund and partial refunds apply to written cancellations within the defined periods:

Cancellation	Time Prior to Commencement	Refund Available
	> 7 working days	100%
	2-5 working days	50%
	<2 days	No refund available

OFFICE USE ONLY	
Date entered into system: / /	USI required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment confirmation sent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date confirmation sent: / /
Entered by (name):	Signature: