Course Enrolment Form

Phone: 1800 657 648
Fax: 07 5561 7788

1. Details of Applicant

Surname:			
Given Names:			
Date of Birth: / /		Male: ☐	Female: ☐
Residential Address:			
Suburb/Town:		State:	Postcode:
Home Phone:	Work Phone:		Mobile:
Postal Address (if not same as above):			
Email:			
Employer:		**Supervisor:**	
ABN:		Invoice Employer: ☐	
Address:		Contact Number:	
Suburb/Town:		State:	Postcode:

2. Course Name

Course Title:	Date: / /

3. Payment Details (Enrolment not confirmed until receipt of payment)

EFT/Direct Deposit:		Credit Card Payment:
Bank:	Westpac	I give authority to Access Maintenance Group Pty Ltd to draw $ from my credit card as below:
Account Name:	Access Maintenance Group	VISA MASTERCARD BANKCARD (please circle)
BSB Number:	34216	Card No: _____ _____ _____ _____
Account Number:	576979	Expiry: _____ / _____
		Signature:

Or: I have enclosed a cheque/money order in the amount of $ (enrolment confirmed upon clearance of cheque)

Terms and Conditions

50% of course fees is payable at time of booking (or at least 1 month prior), with the balance payable 7 days prior to commencement.
If booking is made within 1 month of commencement then full fees are payable at time of booking.
Cancellations made within 7 days of commencement will be charged 50% of total fee.
In the case of non-attendance no refund will be applicable and the full course fee will be charged.
Participants are required to provide their own basic personal protective equipment relevant to course.
Should a nominated person not be able to attend you may substitute a person with prior arrangement.
For some training, a minimum number of participants are required to conduct the training and therefore Access Maintenance Group reserves the right to cancel a course and reschedule for an alternative date.
However, enrolled participants will receive a refund or be offered an alternative date.
Course dates and fees may be subject to change.
If participants are late for a schedule training day any required catch up time will incur extra charges
Registering participants agree to abide by the policies of Access Maintenance Group (copy available on request).
Some courses require a minimum ID requirement.

4. Applicant's Signature

_____ Date: / /