



Course Registration Form

Course Name: Code:

Course Date/s:

Student's Details

Surname: First Name:

Home Postal Address:

Suburb: State: Post Code:

Use Home postal address for delivery of certificates. QCE Number:.....

Phone: (H)..... (W)..... (Mobile)..... Fax:

Email Address: Date of Birth:

Please state any special needs (i.e. dietary requirements, sight or hearing impaired):

Will you be applying for Recognition Prior Learning (RPL) or Credit Transfer? Y N (in some cases for RPL \$135 admin fee applies)

Payment Type:

Direct Deposit Cheque Money Order Credit Card: Visa MasterCard Bankcard
(No Diners/Amex)

Card No: Expiry Date: Amount:

Cardholders Name: Cardholders Signature:

Company to be invoiced (Purchase order required/Letter of Authority) Tax Invoice required for Payment

Company Name: Contact Name:

Company Postal Address: Suburb: Post Code:

Use Company postal address for delivery of certificates.

Contact Number: Fax No:

Email address:

Please specify your preferred method for our future correspondence with you:

- Home email Home Fax Home Mail
 Company email Company Fax Company Mail No Correspondence

How did you find out about us?

- Referral by friend/colleague Mailout Email Internet search
 Advertisement Elec./Data distributor Other – please specify

Please return registration form by fax, post or email:

Phone: 1300 881 004 **Fax:** 02 4957 7113 **Email:** info@ramsdentraining.com.au

Mail: Suite 7/115 Griffiths Road, Lambton, NSW 2299

Once Registration and payment has been received we will send you confirmation of your registration.

Discount eligibility requires payment in full 14 days prior to commencement – Not applicable for bundled courses

While every effort is made to ensure courses run as scheduled, Ramsden Training reserves the right to re-schedule or cancel courses if required. In the event of course cancellation or re-scheduling by Ramsden Training the client is entitled to a full refund of their course fees. Where possible Ramsden Training will give at least 7 days notice of any cancellations or rescheduling.

If the Client cancels registration for a training course:

- If cancellation is received 5 or more working days prior to course, refund is made less 10% administration fee.
- If cancellation received less than 5 working days prior to course, no transfer or refund is allowed.

I have read and agree with the above terms and conditions.

Office use only

Received By:..... Date Confirmed By/Sent..... Date Entered: Payment Rec:.....