

<b>IMPORTANT Please Print All Details Clearly</b>		CISC	
Have you previously enrolled at Holmesglen Institute of TAFE? (please circle) <b>Yes / No</b>			
If Yes, please state ID No.			
Do you have a disability that requires special needs? If so, please detail:			
<b>STUDENT DETAILS</b>			
Family Name (Mr / Mrs / Miss / Ms / Other):		Given Names:	
Address (Street and Number):			
Suburb:		Postcode:	Date of Birth:
Telephone (Private):		Telephone (Business):	Mobile:
Todays Date:	Gender: M F (please circle)	Email:	
<b>COURSE DETAILS</b> Please check to ensure you have selected the correct session, time, location and date.			
<b>Course Code:</b>	<b>Course Name:</b>	<b>Start Date:</b>	
<b>Enclosed Fee: \$</b>	<b>All Prices are GST FREE except where the # symbol appears</b>		
<b>IMPORTANT</b> I have read and accepted the enrolment terms and conditions		<b>Student Signature:</b>	

**ENROLMENT TERMS AND CONDITIONS – Please read carefully**

**CONFIRMATION** - All enrolments are successful upon receipt of this enrolment form. Students will be notified (including course location, time and date) by mail or telephone when classes are confirmed. An invoice will be dispatched once the course has been confirmed.

**CONCESSIONS** - Concessions do not apply when a third party is sponsoring the participant.

**REFUNDS AND TRANSFERS** - Written applications for refunds or transfers will be accepted up to 5 clear working days prior to day of course commencement. A standard handling fee of \$40.00 will apply. Processing of refunds can take up to 2 weeks. No refunds or transfers will apply once a course has commenced.

**NO APPLICATIONS FOR REFUNDS OR TRANSFERS WILL BE ACCEPTED LESS THAN 5 CLEAR WORKING DAYS PRIOR TO DAY OF COURSE COMMENCEMENT.**

**STUDENT INFORMATION** - Student record information will only be released to Government departments where complete confidentiality is assured. Confirmation letter must be carried at all times on Institute campus.

**CANCELLATION AND DEFERRAL** - Courses with low enrolments will be cancelled. Students will be advised of this by telephone no later than 2 days prior to the scheduled commencement date. The agency / company paying for the course will also be notified by telephone.

<b>If requesting an invoice for payment, please complete this section</b>			
<b>Company Name</b>			
<b>Purchase Order No:</b>		<b>Course Cost:</b>	
<b>Authorised Officer:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Date:</b>
<b>I have read and accepted the enrolment terms and conditions</b>		<b>Signed:</b>	

**PLEASE COMPLETE THE ABOVE FORM AND FORWARD WITH PURCHASE ORDER TO:**

**Community & Industry Short Courses**  
**Fax: (03) 9564 1502**

**PO Box 42**  
**Holmesglen Vic 3148**  
**Phone: (03) 9564 1546**