

COMMUNITY & INDUSTRY SHORT COURSES

IMPORTANT Please Print All Details Clearly					CISC				
Have you previously enrolled at Holmesglen Institute of TAFE? (please circle) Yes / No									
If Yes, please state ID No.									
Do you have a disability that requires special needs? If so, please detail:									
STUDENT DETAILS									
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:					
COURSE DETAILS Please check to ensure you have selected the correct session, time, location and date.									
Course Code:			Course Name:				Start Date:		
Enclosed Fee: \$				All Prices are GST FREE except where the # symbol appears					
IMPORTANT I have read and accepted the enrolment terms and conditions					Student Signature:				

ENROLMENT TERMS AND CONDITIONS – Please read carefully

CONFIRMATION - All enrolments are successful upon receipt of enrolment form and payment. Students will be notified (including course location, time and date) by mail or telephone when classes are 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.

If requesting an invoice for payment, please complete this section

Company Name				
Purchase Order No:			Course Cost:	
Authorised Officer:			Position:	
Phone:		Fax:		Date:
I have read and accepted the enrolment terms and conditions			Signed:	

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 1590