

SHORT COURSE ENROLMENT FORM



TELEPHONE For enrolments by Credit Card, call (03) 9925 8111 or 1800 067 117	FAX Complete enrolment form and include Credit Card details or attach Company Purchase Order and fax to (03) 9925 8134	MAIL Complete enrolment form and include payment details. Cheques/Money Orders payable to RMIT Training Pty Ltd PO Box 12058 A'Beckett Street Melbourne VIC 8006	IN PERSON You may submit your enrolment form and payment in person at Level 3, 449 Swanston Street, Melbourne. Monday – Friday between 8.30 am – 5.30 pm (Cash payments are not accepted)	ONLINE Book online and pay by Credit Card on our secure website www.rmit.edu.au/shortcourses
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COURSE DETAILS

Course Name

Start Date Fee Code

YOUR DETAILS

Client number (if known)

Title First Name/s Surname

Postal Address

Suburb State Postcode

Telephone Mobile Facsimile

Email

Select your preferred method of communication. Email Postal

RMIT University respects your right to privacy.
If you do not wish to be informed of future courses and special offers please tick this box:

WHO IS PAYING

Please tick one

Applicant Company Must complete details below and attach Purchase Order.

Company Name Contact Person

Company Address

METHOD OF PAYMENT

Please tick payment option

Cheque Money Order Bankcard MasterCard Visa

Card No. _____ / _____ / _____ / _____ Expiry Date ____ / ____

Card Holder's Name Signature

PLEASE NOTE: FOR SECURITY REASONS WE ARE UNABLE TO ACCEPT CASH PAYMENTS.

Terms & Conditions:

1. We require at least 5 working days notice if you are unable to attend the course.
2. Cancellations made less than 5 working days prior to course commencement will incur a fee equal to 50% of the full course fee.
3. Refund cheques take up to 2 weeks to process and will be forwarded to participants by mail.
4. Full fee is payable for non-attendance.
5. Transfers made less than 5 working days prior to course commencement will incur an administrative fee of 10% of the full course fee.
6. If you are unable to attend you may send a substitute if prerequisites do not apply.
7. We reserve the right to cancel any course that does not have the required enrolment numbers.
8. Flexible delivery courses may have different Conditions of Enrolment. Please refer to the online brochure for your chosen course for further details.