

AGENTS' REPRESENTATIVE COURSE

REGISTRATION FORM (VIC)

ATTENDEE DETAILS

Date:		Attendee Name:	
Supplier:	Harcourts Victoria Pty Ltd ABN 92 123 600 028	Attendee Postal Address:	
Contact:	Teressa King or Elyse Pomfret	Attendee Mobile:	
Phone:	1300 856 773	Attendee Email:	
Course Dates:	23 rd , 24 th , 25 th February 2016	Attendee Office:	
		Attendee DOB*:	
Where did you hear / find out about this course?			
Please provide your USI -			

*Attendees must be at least 18 years of age to participate in this course.

COURSE SELECTION

Please select which of the following applies to you:	
<input type="checkbox"/>	I am currently working in real estate
<input type="checkbox"/>	I would like to obtain a position in a real estate office
<input type="checkbox"/>	I am participating in this course out of personal interest only

TICK	COURSE	PRICE
<input type="checkbox"/>	AGENTS' REPRESENTATIVE COURSE The following units of competency from CPP40307 Certificate IV in Property Services (Real Estate) will be delivered during the programme.	\$550.00
	TICK	CORE UNITS REQUIRED FOR AGENTS' REPRESENTATIVE REGISTRATION
<input checked="" type="checkbox"/>	CPPDSM4007A – Identify legal and ethical requirements of property management to complete work	\$50.00
<input checked="" type="checkbox"/>	CPPDSM4008A – Identify legal and ethical requirements of property sales to complete work	\$50.00
<input checked="" type="checkbox"/>	CPPDSM4080A – Work in the real estate industry	\$50.00
TOTAL PAYABLE (GST exempt)		\$700.00

BOOKING WILL NOT BE CONFIRMED UNTIL PAYMENT IS COMPLETE

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PAYMENT DETAILS

CONSULTANT PAYING

I authorise Harcourts Victoria to debit my credit card, details as below.

BUSINESS OWNER PAYING

I authorise Harcourts Victoria to debit my credit card, details as below.

Please debit my: Visa Bankcard MasterCard

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Name shown on card:

CSV Number:

Expiry Date:

Signature:

REFUND POLICY

This policy is to ensure that a full refund of enrolment fees will be made if Harcourts cancels a course for any reason.

An application for refund of course fees under any circumstances must be made in writing to Harcourts Victoria. A \$100 administration fee will be incurred for all cancelled registrations outside of (10) working days prior to the commencement of the course. The remainder of the course fee will be reimbursed.

No refund is available where a cancellation is made less than (10) working days prior to the commencement of a course, or to participants who leave before finishing the course.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a Medical Certificate is supplied to Harcourts Victoria. However, should participants wish to finalise incomplete units of competency in a future course the original fee can be used as a credit toward that course within six months of initial payment.

In all other cases, refunds are at the discretion of Harcourts Victoria and may be negotiated on an individual case-by-case basis.

I _____ have read and accept this policy of Harcourts Victoria.

Signature: _____

Date: _____