

Course Name:

Thank you for choosing SpanSet Australia. Please photocopy this form for multiple use or alternately, you can fill it out electronically using Acrobat Reader. Please complete the details to reserve a place(s) for our Training courses. Once completed, fax this form directly to us on 02 4735 3630 or, if filling out electronically, send by email to training@spanset.com.au

Contact Name	Job Title
Company Name	Company Address
Phone	Postcode
Fax	
Email	Website

Candidate and Course Details

Course Title	Course Date
Venue	Agreed Cost

Delegates Names

1	6
2	7
3	8
4	9
5	10

SpanSet Australia Ltd Course Transfer and Cancellation Policy

I have read and understood SpanSet Australia Ltd's Terms and Conditions of booking.

Name of Authorised Authority	Name and Job Title
Date	Purchase Order No.

Please invoice my company address (Please circle if filling out by hand) Y N Click to select electronically Please ensure the address above is the same as the invoice address. if not please specify the correct invoice address on letterhead paper

Payment Details (Please tick) Cash EFT Cheque Credit Card

Credit Card No. Please Note: 2.84% charge on credit cards (Visa or Mastercard)

Expiry Date	Name on Card		
Direct Deposit Details	Company Name SpanSet Australia Ltd	BSB Number 112-879	Account Number 464868983

Will anyone attending this course require English language assistance?

YES **NO**

Note: Due to the nature of our training courses, learners must possess English language reading, writing and verbal communication skills which will enable them to undertake up to AQF Level II course content.

This course level will require a sound grasp of English.

You must advise us if any learners may have difficulty with this requirement before the course. If you have any questions regarding this minimum English language requirement, please talk with us and we will be pleased to assist you.

Please contact our Training Coordinator for assistance on +61 2 4735 3955.

LANGUAGE, LITERACY AND NUMERACY (LLN) ASSISTANCE

Our course standard reference and assessment materials contain written documentation.

We recognise that not all people are able to read, write and perform calculation to the same standards.

We will endeavour to help anyone with Language, Literacy or numeracy difficulties.

In the event that a candidate's needs exceed our skill we will refer a candidate to an external support provider such as:

TAFE Penrith Campus
117 Henry Street Penrith 2750
Phone 131 870
Fax (02) 4724 8288

Email: nepean.wsi@tafensw.edu.au

The TAFE website for students with disabilities is: <http://www.tafensw.edu.au/flexible/disability/welcome.htm>

FEES AND REFUND POLICY

Fees are levied on all of our training programs.

The fees and charges applicable to each training program are negotiated directly with the candidate, or with a candidate's employer.

Any fees due must be paid by the method agree in the course information sheet or as agreed with the candidate's employer as per our agreed commercial terms.

All payments will be recorded in our SAGE accounting system and receipts issued.

Where fees are paid in advance, these payment records will ensure that the candidate's payments are recorded separately within our SAGE accounting system in sufficient detail so that training progress can be monitored against fees paid.

REFUNDS

We will ensure that a full refund of enrolment fees will be offered if a course is cancelled by us.

If a candidate fails to attend a scheduled course with less than 48 hours notice of inability to attend, the course fees will be forfeited.

If a candidate can provide 48 hours notice or greater of his inability to attend they can reschedule to another course without penalty.

Candidates in exceptional circumstances can make application for special consideration to the RTO Chief Executive Officer.

Please direct any of these enquiries initially to our RTO administration officer at our Head Office.