

Course Name	Course Code	Start Date	Fee

Your Details		Client Number (if known) _____	
Title _____	First Name/s _____	Surname _____	
Postal Address _____			
Suburb _____	State _____	Postcode _____	Date of Birth ____ / ____ / ____
Phone 01 _____	Phone 02 _____	Fax _____	
Email Address _____		Select preferred method of communication	
		<input type="checkbox"/> Postal <input type="checkbox"/> Email + Postal	
Billing Address		<input type="checkbox"/> Same as above	
Company Name _____			
Contact Person: First Name/s _____		Surname _____	
Postal Address _____		Suburb _____	
State _____	Postcode _____	Phone 01 _____	Fax _____

Payment Details	Please note: We cannot accept cash, Diners or Amex cards	Amount Due \$ _____
<input type="checkbox"/> Cheque (payable to RMIT Training Pty Ltd)	<input type="checkbox"/> Money Order	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Card Number ____ / ____ / ____ / ____	Expiry Date ____ / ____
Cardholder's Name _____		Signature _____
<input type="checkbox"/> Invoice (available only to companies that provide a purchase order or letter of authority with this enrolment form)		

Other Information
How did you hear about this course? _____
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 <input type="checkbox"/>
Are you eligible for a discount? Discounts do not apply to all short courses, please check with us if you are unsure.
<input type="checkbox"/> Healthcare/pensioner card Proof must be provided with enrolment form. <input type="checkbox"/> RMIT Student* <input type="checkbox"/> RMIT Alumni* <input type="checkbox"/> RMIT Staff* *Please provide your RMIT number for verification _____

Terms and Conditions		
1. We require 5 full working days notice if you are unable to attend the course. 2. Transfers made less than 5 full working days prior to course commencement will incur an administrative fee of 10% of the full course fee. 3. Cancellations made less than 5 full working days prior to course commencement will incur a cancellation fee equal to 50% of the full course fee. 4. In courses where prerequisites do not apply you may send a substitute in your place if you are unable to attend. Please advise us prior to course commencement. 5. Full fee is payable for non-attendance. 6. No refunds will be issued after course commencement. 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.		
I accept these Terms and Conditions	Signature _____	Date _____

Enquiries and Enrolments

Phone	Mail	Online	In Person	Fax
03 9925 8111 9am - 5pm weekdays Enrolments by credit card	RMIT Training Pty Ltd PO Box 12058 A'Beckett Street Melbourne VIC 8006	Web www.shortcourses.rmit.edu.au Email enquiries@rmit.edu.au	Level 3 449 Swanston St Melbourne VIC 3000 8am-5pm weekdays Cash payments not accepted.	Fax enrolment form to 03 9925 8134