

# Short Course Enrolment Form

RMIT Training Pty Ltd  
A company of RMIT University  
ABN 61 006 067 349



Course Name	Course code	Start date	Fee

## Your details

Client number (if known) \_\_\_\_\_ Company name (if applicable) \_\_\_\_\_ Male/Female (please circle) \_\_\_\_\_

Title \_\_\_\_\_ Given name/s \_\_\_\_\_ Family name \_\_\_\_\_

Postal Address \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (1) \_\_\_\_\_ Phone (2) \_\_\_\_\_ Date of birth / / \_\_\_\_\_

Email \_\_\_\_\_ How did you hear about the course/s \_\_\_\_\_

## Billing address

Same as above       Alternative billing address (complete details below)

Company name \_\_\_\_\_ Contact name \_\_\_\_\_

Postal Address \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Payment details

Cheque/Money order (payable to RMIT Training Pty Ltd)     INVOICE (only available on supply of a company purchase order/letter of authority)

Visa     MasterCard

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date \_\_\_\_\_ / \_\_\_\_\_

Cardholder's name \_\_\_\_\_ Signature \_\_\_\_\_

Are you eligible for a discount? Discounts do not apply to all short courses, please check with us if you are unsure.

Healthcare/pensioner card (Copy must be provided with enrolment form)

\*RMIT Student     \*RMIT Alumni     \*RMIT Staff    \*Provide your RMIT number for verification \_\_\_\_\_

## Short Course Terms and Conditions

### Payment

- Full course fee is payable at time of enrolment.
- Organisations will only be invoiced when a purchase order/letter of authority is supplied with the enrolment form. Invoices must be paid in full within 7 days and prior to course commencement.

### Transfers

- Transfers notified less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 10% of the full course fee.
- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. Transfer conditions apply to substitutions.
- No transfers will be processed after course commencement.

### Cancellations

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- No refunds will be issued after course commencement.

### General

- RMIT reserves the right to cancel or reschedule any course that does not have sufficient enrolment numbers or in the event of unforeseen circumstances. A refund or alternative courses will be offered. RMIT also reserves the right to change course details.

I accept these Terms and Conditions    Signature \_\_\_\_\_    Date \_\_\_\_\_

RMIT Continuing Education (a Business Unit of RMIT Training Pty Ltd) requires the above personal information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Your information may also be used for related secondary purposes, such as advising you of future short courses and single courses offered by RMIT. At any stage, you can request to no longer receive this material or to access the personal information that is held on you by contacting the RMIT Continuing Education Centre on (03) 9925 8111.

Enquiries and Enrolments				
<b>Phone</b> 9 am – 5 pm weekdays +61 3 9925 8111	<b>Mail</b> RMIT Training Pty Ltd PO Box 12058 A'Beckett St Melbourne VIC 8006	<b>Online</b> Website <a href="http://www.shortcourses.rmit.edu.au">www.shortcourses.rmit.edu.au</a> Email <a href="mailto:enquiries@rmit.edu.au">enquiries@rmit.edu.au</a>	<b>In Person</b> Building 105 Level 9, 501 Swanston St Melbourne VIC 3000 9am-5pm weekdays Cash not accepted	<b>Fax</b> Fax enrolment form to +61 3 9925 8298