

Client Enrolment Form

HOW TO ENROL

Please fill out the form with all of the required information, if you have questions or require assistance please contact training@protectorsafe.com.au. On completion of the enrolment form please email to training@protectorsafe.com.au. Alternatively send this via fax to (08) 8346 7826.

CUSTOMER ABN		PURCHASE ORDER No. Required for confirmation	
CUSTOMER ACCOUNT No.		TOTAL COURSE COSTS	

NAME OF COMPANY/CLIENT			
CONTACT NAME & TITLE			
TELEPHONE NO.		FAX NO.	
MOBILE NO.			
EMAIL ADDRESS			
CLIENT ADDRESS			
POSTAL ADDRESS			

COURSE / QUALIFICATION DETAILS

Please fill in name of course and preferred dates, if attendee names are not known please provide numbers

TRAINING DATE(S)	TRAINING LOCATION	NAME OF COURSE(S) / QUALIFICATION(S)	ATTENDEE NAME(S)

Recognition of Prior Learning (RPL) refer to Pre-enrolment Handbook for more information.

Do you wish to claim RPL for any of the course/s or qualification/s that you're enrolling in? YES NO

Special Requirements refer to the Pre-enrolment Handbook.

Do you have any individual requirements (cultural, literacy, disability or language)? YES NO

OFFICE USE ONLY

FOCUS CODE		Entered in Diary	Date:	Initials:
INVOICE NO.		Confirmed with customer	Date:	Initials:

Payment Authority

Terms of payment – invoices are payable prior to, on or 30 days from Date of Invoice.

Certificates and Work Tickets may not be issued until account is paid.

Payment details **must** be provided on enrolment to secure your place/s.

PROTECTOR ALSAFE ACCOUNT CUSTOMERS			
BUSINESS NAME			
ACCOUNT NUMBER			
ACCOUNTS PAYABLE CONTACT NAME :			
ACCOUNTS PAYABLE TELEPHONE NUMBER		FAX NUMBER	
AMOUNT			

NON ACCOUNT CUSTOMERS (course fees must be paid in full prior to the date of training)			
PAYMENT METHOD USED:	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	AMEX <input type="checkbox"/> OTHER <input type="checkbox"/>
CARD NUMBER			
CARDHOLDER'S NAME <small>(AS SHOWN ON CARD)</small>			
EXPIRY DATE		AMOUNT:	
CARDHOLDER'S SIGNATURE	3 DIGIT NUMBER (ON REAR OF CARD) : (If Amex please provide the 4 digit number on the front of the card)		

Course Requirements

The client authority is confirming that the course will be conducted and that the client site meets their obligations in providing a safe training environment and that all training areas are serviceable and deemed suitable for their intended use.

Attendee's are to wear normal work clothes to include covered foot wear (steel capped boots preferred), long sleeve shirt, and long pants or overalls, attendee's who do not comply with the required dress code may be refused admission to course. Attendees are to comply with their employer stated Fitness For Work policy whilst attending any training course. Protector Alsafe Instructors reserve the right to suspend from training courses participants who are disruptive or unsafe.

Courses will commence at the listed time. Persons who arrive after the scheduled start time may not be admitted. If an attendee is running late they are to contact the Protector Alsafe instructor to notify of expected time of arrival. Persons arriving more than 30 minutes after the scheduled start time will be refused admittance to course.

Refer to Protector Alsafe Pre-enrolment Handbook for our course cancellation policy.

DECLARATION

I declare that the information and supporting documentation provided is true and correct. I have read and understood Protector Alsafe's refund policy and conditions and wholly agree to the terms and conditions specified.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____