

Training Enrolment Form

Dr / Mr / Mrs / Miss / Ms: _____ Surname: _____ Given Name/s: _____

Mailing Address: _____ Postcode: _____

Telephone Work: _____ Home: _____

Mobile: _____ Fax: _____

Date of Birth: _____ Email: _____

Employer: _____ Employed as: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

How did you find out about us? (Please tick)

Yellow Pages Word of Mouth Website Other, please specify: _____

ARE YOU HAPPY FOR US TO SEND YOU A RENEWAL REMINDER? YES NO

Please indicate which course/s you wish to enrol in.

Course code	Course name	Amount
		Total

For details on how to make payment please refer to next page.

Payment: Cash EFTPOS Cheque Purchase Order (no. _____)

PayPal Credit Card **Credit payments incur a 3% surcharge.**

Please indicate who is paying: Student Employer

Employers name: _____

Do you require a tax receipt: Yes No **Training is GST Free**

Before signing below please read the enrolment information overleaf

Student Declaration: I understand the information I have provided will remain private and confidential. I declare that the information I have provided is true and correct. I acknowledge that I have read, fully understood and accept the enrolment information and that if I am unsure about any item or need clarification, that it is my responsibility to ask about it.

Applications made by students under the age of 18 years must be authorised and signed by a parent or guardian.

Student Signature: _____ Date: _____

Parent / Guardians Signature (if under 18): _____ Date: _____

Forms can be mailed to: APS Training Group, PO Box 4378, Bundaberg QLD 4670

Or emailed to: training@apscorp.com.au

Or alternatively: you can drop it in at 43 Svensson Street Bundaberg

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PAYMENT AND CONFIRMATION OF ENROLMENT

To confirm enrolment and guarantee a place in a course, APS Training Group requires payment at the time of enrolment.

Payment can be made by cash, EFTPOS, cheque, credit card, or PayPal.

- Credit payments incur a surcharge of 3%.
- For payments made by cheque we will need to sight and copy the payers drivers licence or for businesses we will require you to complete a company information form and provide a purchase order.
- For PayPal payments our email address is online@apscorp.com.au.

RPL

Any student who feels that they are eligible for Recognition of Prior Learning should contact APS Training Group for information and/or help with this process.

SPECIAL ASSISTANCE

Any student requiring assistance with reading, writing or anything else related to training should contact APS Training Group and let us know prior to training so we can organize assistance for you.

STATEMENTS

Upon completion of any nationally recognized training, students will be issued with a Statement of Attainment.

APS Training Group also offers various other non accredited courses. Upon completion of the course students will be issued with a Statement of Attendance.

PRIVACY POLICY

APS Training Group is not permitted and will never release any student details without the express written permission of the student.

REFUNDS AND CANCELLATIONS

- **All** refund applications must be made in writing using a *Request for Refund Form* (Form: 031) (*available upon request*).
- If for any reason a course is cancelled by APS Training Group, participants will be booked into the next available course, or may request an eighty percent (80%) refund.
- For cancellations made more than ten (10) working days prior to the course, participants will be provided with alternative course dates, or may request an eighty percent (80%) refund.
- Students have six (6) months to complete training from the date of enrolment.
- No refund is available where cancellation is made less than ten (10) working days prior to the commencement of a course. However participants will be provided with an option to transfer to a course being offered at an alternate date. From the date of issue of workbook and training manual participants are given two (2) opportunities within a maximum six (6) month period to re-book and complete the course.
- Participants who leave before finishing the course will not be offered a refund, however, should participants wish to finalise incomplete units of competency, they will be allowed one (1) opportunity to do so.
- In the event of non-attendance without notice, no refund or transfer will be offered or available.
- Enrolment is accepted on the basis that APS Training Group will not be held liable for costs incurred due to course cancellation or rescheduling. APS Training Group will make every effort to advise of course changes as soon as possible.
- 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 supporting Medical Certificate is supplied to APS Training Group.
- In all other cases, refunds are at the discretion of the Training Coordinator of APS Training Group and may be negotiated on an individual case-by-case basis.
- All requests for refunds will be acted upon within 14 days.
- The surcharge for using credit is non refundable.

For any further information, the APS Training Group Student Manual is available online or upon request. Alternatively, contact APS Training Group and we will be happy to help.