



# COURSE ENROLMENT FORM

**COURTENELL P/L**  
*as Trustee for the Vowles Family Trust*  
 ACN 050109281  
 ABN 42164393628  
 RTO & Specialists in  
 WorkCover Accredited  
 Training

**SEND TO:** Fax: **02 9516 3644**  
 E Mail: **train@courtenell.com.au**  
 Post: **Courtenell P/L, PO Box 622,  
 Broadway NSW 2007**  
 Phone: **02 9516 1499**

**FROM:**

Name : ..... Position : .....

Organisation : .....

Postal Address : ..... Pcode : .....

Phone : ..... Fax : ..... E Mail : .....

I would like to make the following public course booking with Courtenell P/ L, which I make in accordance with your policy as set-out below and I confirm that I have the necessary authority to make this booking:

**FOR THE FOLLOWING PUBLIC COURSE TRAINING :**

Course Type:			
Course Number	Day 1 date	Attendee Names <i>(with correct spelling for certificates)</i>	Course Fee : <i>(incl. GST)</i>
			\$
			\$
			\$
			\$
			\$

Purchase Order No ..... Cheque enclosed  Invoice required

SIGNATURE.....

*For on-site training, please call our Training Consultants for more information.*

**COURTENELL PUBLIC COURSE POLICY :** Note : Payment is required prior to course start.

**A. Change (Transfer) of Bookings:**  
 1. Transfers *(for all days of a course)* are available prior to the commencement of a course. If notification is received 7 days prior to course commencement, our administration fee is waived.  
 2. If a transfer is made less than 7 days prior to the commencement of a course, an administration fee of \$90 plus GST (\$99 incl.) is incurred per transfer per person.  
 3. Transfers are not available if notified any later than after 5pm on the working day prior to the course start.

**B. Cancellations of Bookings:**  
 1. Notification : If a cancellation is received 7 days or more before course commencement, a full refund is payable.  
 2. Notification : If a cancellation is received less than 7 days before course commencement, the full course fee is payable. As an alternative to canceling the course, a transfer to another course is acceptable, but this transfer must be arranged at the time of notification and our transfer fee of \$90 plus GST (\$99 incl.) applies to each attendee being transferred.  
 3. No Notification : If there is non attendance on the course, with no notification being received prior to course commencement, then the full course fee is payable for each course day not attended and not previously notified. *(See Missed Training Days below)*

**C. Missed Training Days:** *[please note : only available on either a) the Course in OHS Consultation, or b) the OHS Risk Management for Supervisors & Managers].* If after course commencement, a person is unable to attend any day(s) of a course, they may make up this day(s) on a later public course at a per day fee of \$170 plus GST (\$187 incl.).