



COURTENELL

COURSE ENROLMENT FORM

COURTENELL P/L as Trustee for the Vowles Family Trust
ACN 30 050 109 281
Work Health & Safety Training Specialists

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

SEND TO: Ph: 02 9552 2066 E Mail: train@courtenell.com.au Post: Courtenell P/L, PO Box 248, Broadway NSW 2007

FROM: Name : Position :
Organisation :
Postal Address : Pcode :
Phone : Fax : E Mail :

I WOULD LIKE TO MAKE THE FOLLOWING BOOKING/S FOR PUBLIC COURSE TRAINING WITH COURTENELL P/L

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

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

A. Change (Transfer) of Bookings (Must be in writing):

- 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.
- 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.
- Transfers are not available if notified any later than after 5pm on the working day prior to the course start.

B. Cancellations of Bookings (Must be in writing):

- Notification : If a cancellation is received 7 days or more before course commencement, a full refund is payable.
- 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.
- 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: 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:

- 5 Day Health and Safety Rep \$ 145 + GST, NOTE: to receive the full certificate participants must have completed the topics *in sequence*, if not, they will receive 'Topic Completion Statements' for each topic they have completed
- 3 Day Effective Health and Safety Committee course \$ 194 + GST and
- 2 Day WHS Risk Management for Supervisors and Manager \$ 275 +GST.

D. Requirements for Health and Safety Representative Training Courses

- Participant/s must be elected HSRs or Deputy HSRs to be able to use the powers of an HSR.
- HSR Refresher course: participants must have completed the HSR 5 day course or HSR Bridging course and present their original certificate to the trainer on the day to receive the full WorkCover certificate for this course.

Client Agreement *(please note this booking is not valid until this form is return-faxed to Courtenell)*

- I understand that this course will be conducted as per the above policy of Courtenell P/L and I agree with the terms of the policy.
- I confirm that I have the necessary authority to make this booking.
- I confirm that attendees for Health and Safety Representative training satisfy the requirements of D above.

Name of Purchasing Person: Job Title:.....

SIGNED: Date:.....

Purchase Order No Cheque enclosed Invoice required

email completed form to:
train@courtenell.com.au