

Course Enrolment Form – Technical Writing

STUDENT DETAILS PLEASE USE BLOCK LETTERS

Student First Name¹:		Date of Birth: / /	
Student Surname¹:			
Address¹:			
Suburb/City:	State:	Post Code:	
Phone:	Mobile:		
Student Email¹:			

¹ The name and address supplied above will be used for all correspondence including certificates.

COMPANY DETAILS – only required if Company is responsible for payment of fees

Company Name:			
Billing Address:			
Suburb/City:	State:	Post Code:	
Contact Name:	Email:		
Email for Invoice:			
Telephone:			
Company Purchase Order No (if applicable):			

COURSE DETAILS

Course	Venue <small>i.e. Melbourne, Perth, etc.</small>	Dates	Total Course Fees Payable
Technical Writing			\$

I understand the following conditions of enrolment and acknowledge by my signature:-

- This Enrolment is subject to the scheduled course proceeding. In the unlikely event that this course(s) is cancelled, all monies paid to ATTAR will be refunded in full.
- I will not be allocated a place on my nominated course(s) until all course forms have been completed and course fees have been paid in full.

Student Signature:	Date: / /
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Course Enrolment Form – Technical Writing

Student name:	Date of birth: / /
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PAYMENT DETAILS

Payment of Fees by: *(please tick)* Company Student

I wish to pay my course fees of \$ _____

by: *(please tick payment method)*

Company Purchase Order – A copy of the Company Purchase Order for **the full course fee must** be supplied with this Enrolment Form

Name of Account: Engineering Materials Evaluation Pty Ltd
Account Number: 02-785-2676
BSB No: 083-004
Bank: National Australia Bank Ltd
Reference: SURNAME AND COURSE ABBREVIATION (i.e. TW)

Please forward enrolment and/or notification of payment to Email: training@attar.com.au

Cheque/Money Order payable to: ATTAR
Postal address: 44 – 48 Rocco Drive, Scoresby VIC 3179

Credit Card: Please contact our office to provide your credit card details

Cancellation, Transfer & Refund Policy (Summary):

- For a full refund of fees, all cancellations or transfer requests must be received in writing at least 14 calendar days prior to course commencement.
- Any cancellations or transfer requests received within 3 – 14 calendar days of course commencement will result in an Administration fee of \$50.00 with the balance of fees to be transferred to a future course scheduled no later than 1 year after the original course dates.
- Any withdrawal or cancelation within 3 calendar days of course commencement (or during course) will result in forfeiture of all fees.
- A copy of the full **Cancellation, Transfer & Refund Policy** can be downloaded in the download section of www.attar.com.au or by contacting us.

Privacy Statement (Summary): ATTAR recognises that the privacy of customer personal information is paramount. ATTAR manages your personal information in accordance with the National Privacy Principles relevant to our business. A copy of the full **Privacy Policy** can be downloaded in the download section of www.attar.com.au or by contacting the General Manager of NDT and Training.

Enrolments cannot be accepted unless all pages have been completed and full payment supplied.
Please forward your completed Enrolment form to – training@attar.com.au