



Training and Development Provider

www.inap.org.au

2011 SITE SHORT COURSE ENROLMENT FORM

INAP Contact: Rachel Rowett – 8342 0841 or rachel@inap.org.au

- Send INAP original
- VET Coordinator Copy
- Student aware of
 - refund and withdrawal policy
- Commitment to pay
- Signatures completed

DATE OF COURSE: _____ VENUE: _____

SHORT COURSE Name: _____

STUDENT NAME: _____ Year Level (in 2011): _____

SCHOOL: _____

Student Complete Address: _____ Post Code: _____

Home Phone: _____ School Phone: _____

Student's Mobile Number: _____ Date of Birth: ___/___/___

Email Address: _____ or _____

VET Coordinator Name: _____ Contact number: _____

Does the trainer need to contact the VET Coordinator for further information: Yes No

EMERGENCY CONTACT DETAILS

In case of an Emergency:- (Please provide an emergency contact number)

Contact Name: _____ Relationship: _____

Phone number: (1) _____ (2) _____

Any known medical condition or learning difficulties: _____

DISCLAIMER

If required, I give permission for the use of a photographic image of my child in a group or individually (for use on INAP PowerPoint Presentations, the INAP website and/or newsletter and School Newsletters). Yes No

I give permission for the above information to be released to the lecturer of the course (for their records) and for academic information to be released to other accredited registered training providers (including my child's school). I also give permission for my son/daughter to go offsite for any work place learning that is a requirement of the course. Yes No

TERMS AND CONDITIONS

- Courses must be paid on enrolment and prior to the commencement of the short course.
- Course fees can be paid by cheque, direct deposit into the INAP Training and Development Provider Bank SA account: **BSB: 105 022 - A/C# 059 435 240** or as per the arrangement with your school.
- No REFUND within 14 day of the course or once the student's course has commenced.
- Written notice of withdrawal is required by the school/student at least 14 working days prior to the commencement of the short course; a refund will be provided less a \$50 administration fee.
- A student may defer their enrolment of the course to a later date within the same year, subject to availability. At least 14 days' notice is required and a \$25 administration fee applies.
- In the event of a course cancellation, all monies paid by the student will be refunded within 30 days.
- Students will not receive their Academic transcripts until full payment has been made of the course. Any reprinting of the Academic transcript will incur a charge of \$25 per transcript.
- A student may be suspended or dismissed at the discretion of the training provider due to unsatisfactory conduct, attitude. No refund will be provided in these circumstances.

Student Signature: _____ Date: _____

Guardian/ Parent Signature: _____ Date: _____

VET Coordinator Signature: _____ Date: _____