



**Training and Development Provider**

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Medindie House  
1 Northcote Terrace  
MEDINDIE SA 5081  
P: (08) 8342 6381  
F: (08) 8344 4062  
info@inap.org.au  
www.inap.org.au

Semester 1, 2011

Dear Student,

Thank you for your enrolment into the INAP Training and Development Provider **Short** course with SITE Academy.

We would like to confirm that you have been accepted into this short course on ..... **the** ..... from **4pm to 8pm**.

This course is held at **SITE Academy, Hindmarsh Stadium**, Holden Street, Hindmarsh.

Please enter via Holden Street through the gate to the left of the ticketing area. You will see a 'SITE' sign on a gate to your left. Proceed towards the stairs and head up to the SITE administration office on the third floor. Please see the SITE Academy map for further details.

Certificates will be made available to you after completion of your course. Please note that if you need your Academic transcript reprinted due to loss or damage, a \$25.00 fee will apply.

Dress Code: neat and casual attire. It is compulsory to wear closed-in shoes for Occupational Health and Safety reasons.

Thank you for your enrolment with INAP and please be aware of the commitment you have made to your short course? Please familiarise yourself with the terms and conditions form that you, your parent/guardian and school have signed and returned to INAP. Please take note of the cancellation conditions as follows:

Once accepted into the short course, students are required to give written notification of cancellation at least 14 days prior to the commencement of the course. A refund less a \$50 administration fee will be paid. Students may choose to defer their course giving at least 14 days' notice, subject to availability within the same year, less a \$25 administration fee.

Please ensure that your course fee has been paid prior to commencing your short course. Students will not receive their Academic transcript until full payment has been made.

If you require any further information regarding your course please see our website **www.inap.org.au** or contact your school VET coordinator.

If you have any queries or concerns, please contact me via email on [rachel@inap.org.au](mailto:rachel@inap.org.au).

We hope you have a productive and enjoyable experience and wish you all the very best.

Yours sincerely

Rachel Rowett

**Rachel Rowett**  
**Manager**