

Short Course Enrolment Form

Short Course Name	Code	Date	Fee (\$)

Personal Details			
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr	First Name:	
Surname:		Date of birth	
Mobile:		Email:	

Address- this is where your certificate of attendance or Statement of Attainment will be sent			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb		State/Territory	Postcode: <input type="text"/>

First Aid Short Course only -USI (Unique Student Identifier)	
<p>All students studying nationally recognised training in Australia will be required to have a Unique student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI Account.</p>	
<input type="checkbox"/> I have USI	USI No: _____
<input type="checkbox"/> I do not have USI, I _____	authorise MTI to apply for my USI.
Your Signature: _____	Date: ____/____/____

Terms and conditions- in signing this enrolment form you agreeing to the following:	
<ul style="list-style-type: none"> • For individuals, the course fee is payable at the time of enrolment. • For organisations, we will issue an invoice when a purchase order or letter of authority is received by us. The invoices must be paid in full either within seven days of the invoice date or prior to course commencement, whichever comes first. • You may transfer to another available course at no cost, provided you make a request at least 5 business days before the course starts. An administration fee of 10% of the course fee will apply if a request is made after that time but before the course starts. • We will not accept any changes in enrolments, including transfers or cancellations, after the course starts. • If you are unable to attend the course you are enrolled in, another person may attend the course in your place for the entire course at no extra charge, provided that: <ul style="list-style-type: none"> ○ you let us know in writing before the course starts; ○ you and that person respectively agree to any terms and conditions which may apply in this case. • You may cancel your course booking provided you make a request in writing at least 5 business days before the course starts • An administration fee of 50% of the course fee will apply if a request is made after that time but before the course starts. • MTI may change the course details or cancel any course including those with insufficient enrolments or because of circumstances beyond our reasonable control. A refund or alternative courses will be offered to you in these circumstances. • No refunds will be given once the course has commenced or for non-attendance. 	

Signature:		Date:	/ /
Printed Name:			
If you are under 18 years of age:			
Parent/Guardian Name:		Mobile No	
Signature:		Date:	/ /