

## BOOKING FORM

Ph: 9240 6250 Fax: 9240 6210

Address: Suite2, 15 Delawney St, Balcatta WA 6021

Please e-mail completed form to: [training@tasc-perth.com.au](mailto:training@tasc-perth.com.au)

<b>COURSE:</b>	<b>PRICE:</b>	<b>NUMBER OF PARTICIPANTS</b>	<b>DATE:</b>	<b>VENUE: TASC</b> Suite2,15Delawney St, Balcatta
<b>COMPANY /BUSINESS NAME:</b>				
<b>Purchase Order No:</b> (Please attach order)	<b>Invoice Email Address:</b>	<b>Invoice Postal Address:</b>		<b>Phone No:</b>
<b>Booking contact details if different from authorised person.</b>	<b>Name:</b>	<b>Email Address:</b>		<b>Phone No:</b>
<b>Authorised By:</b>	<b>Title/Position:</b>	<b>Name:</b>	<b>Phone No:</b>	<b>Date:</b>
<b>Signature:</b>				

### Booking Terms and Conditions and Cancellation Policy

- Course fee includes Training Course, Manual, Acts and Regs, morning and afternoon refreshments and lunch if applicable.
- Payment in full must be received for all bookings at least 5 working days before the start of the course
- Companies can confirm with a Purchase Order (please attach the order). Terms of payment are 7 days from date of invoice and prior to course commencement ; any late payment will incur 20% of the total cost plus any additional costs involved in collecting outstanding debts
- **Payment can be made by Electronic Funds Transfer at ANZ Bank Account, Warwick Branch BSB 016 495 Account No 4924 47385 or credit card (3% surcharge will apply).**
- Cancellations made less than 5 working days before the start of the course will not receive a refund.
- Cancellations made less than 10 working days before the start of the course will incur a 50% charge of total course cost.
- Changing to another course date may be made at no additional cost if these changes are made more than 5 working days before the course begins.
- Any changes made less than 5 working days will incur a 30% administration charge of the total course cost.
- If a person fails to attend a course they have enrolled in, no refund will be made.
- If deferring to another course date, this must be completed within six months otherwise the total fees are forfeited.
- TASC reserves the rights to cancel or defer the course at its discretion. If this occurs an alternative date will be offered or a full refund will be paid. TASC will not be held liable for any costs resulting from cancellation of the course.
- Confirmation of the booking will be sent on receipt of the authorised enrolment form. If the above terms and conditions are not complied with TASC reserves the right to refuse entry to the course.

**Please complete the enrolment form on the next page**

**ENROLMENT FORM** Please print participants details clearly with correct spelling to prevent errors in registration

<b>COURSE</b>		<b>COMPANY NAME:</b>	<b>DATE :</b>	<b>VENUE: TASC, Suite2,15Delawney St, Balcatta 6021</b>	
<b>OFFICE USE ONLY</b>		<b>First Name:</b>	<b>Surname:</b>	<b>Date of Birth:</b>	<b>Gender M/F</b>
<b>Recorded</b>	<b>Student Number</b>				

Under the Privacy Act 1988, TASC will not disclose your personal information to any third party other than the AQTF and your company.

**Thank you for choosing to invest your Occupational Health Safety needs with TASC**  
**We look forward to sharing our knowledge with you and your staff.**