



## Mornington Peninsula Class Room Training Enrolment Form

Please complete **ALL** of the following details (Separate Enrolment Form for each learner):

### PERSONAL DETAILS

Name:			Date:	/	/	/
Date of Birth :	/	/	Male	£	Female	£
Organisation:			Role:			
Postal Address:				Post Code:		
Contact Number:	Work:	Mobile:	Email:			

### DISABILITY CONSIDERATIONS

Do you have a permanent and/or significant disability(s):	Yes	£ (please Specify)	No	£
Would you like to discuss with us how best we could work together during your training because of this disability?	Yes	£	No	£

### DIETARY REQUIREMENTS

Do you have special dietary requirement(s)?	Yes	£ (please Specify)	No	£
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### COURSE DETAILS

Please Circle date(s) required

Course	Date	Name of Attendee	Price
Total amount due for courses selected			\$
Amount due			\$



ACCREDITED  
PROFESSIONAL  
PARTNER



Contact us for latest dates and course.

[www.businessbookkeeping.com.au/training](http://www.businessbookkeeping.com.au/training)  
[training@businessbookkeeping.com.au](mailto:training@businessbookkeeping.com.au)

Phone: 03 5981 2221, 0419 882 800  
Faxes: 03 9562 9264, 03 5986 3179



## PAYMENT DETAILS

A Tax Invoice will be forwarded upon receipt of payment

Who is paying for the course?	Self £	Employer £	Other £ (please Specify)
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Payment Details:	Name:	Organisation (if employer paying):
	Address:	Post Code:
	Contact Number:	Work: Mobile:

Credit Card Details (2% surcharge applies)	VISA £	Mastercard £	Bankcard
	Name on card:		
	Card Number:		Expiry:
	Contact Number:	Work:	Mobile:

Direct Deposit Details	Business Bookkeeping Pty Ltd BSB: 063-209 Account: 10118297  Please fax (03 5986 3179) or email <a href="mailto:training@businessbookkeeping.com.au">training@businessbookkeeping.com.au</a> a remittance to us	Date Paid by Direct Deposit: / /
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Contact your bank, credit union or building society to make this payment from your cheque or savings account.

When prompted simply enter  
Biller Code 41335 and  
Reference number 50005

Date Paid by Bpay: / /

## CANCELLATION DETAILS

Where a student cancels 20 or more working days in advance of the course being delivered, Business Bookkeeping Pty Ltd will refund all deposits/fees paid.

Where a student cancels less than 20 working days in advance of the course being delivered, Business Bookkeeping Pty Ltd will refund 80% of all fees paid, the balance retained covers administration costs.

For further information refer to the Business Bookkeeping Pty Ltd fees and refund policy.

## DECLARATION

I agree to be bound by all Business Bookkeeping Pty Ltd rules and regulations relating to my enrolment in this course. I agree to pay all fees and charges (if fee paying student) applicable to and arising from this enrolment and acknowledge that my participation in this course is subject to the right of Business Bookkeeping Pty Ltd to cancel or amalgamate course or classes. I authorise Business Bookkeeping Pty Ltd or its agent, in the event of illness or accident during any Business Bookkeeping Pty Ltd organised activity and where next of kin can not be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost. I also authorise Business Bookkeeping Pty Ltd to release information to government departments, apprenticeship authorities and my sponsor if any.

Signature of student:.....

Date:.....

Signature of parent (if under 18 years of age):.....

Date:.....