Short Course Enrolment Form:

navitas
Workforce Solutions

Details of Person Authorised to Make the Booking:

Contact:	Company:
Phone:	Fax:
Email:	
Postal Address:	

Details of Course:

Date	Course Name	No. of Students	Amount (Inc GST)
		Total	

Name of Navitas Representative:

Details of Course Participants:

Full Name	Phone Number	Email Address

If there are more than five participants, please attach a supplementary 'Details of Additional Course Participants' form and circle 'Yes' below:

Supplementary form attached? Yes / No

Payment Details (Please tick ☑)

☐ Direct Deposit

Account Name: Navitas Workforce Solutions
Westpac
Account Number: 773796
BSB: 036 000
Please send remittance via fax, post or email accounts@pollin8.com.au

☐ Credit Card*

Please provide details below

☐ Bankcard ☐ Visa ☐ Mastercard

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry Date: / /

Name on Card: _____ Signature: _____

* Please note that all credit card payments incur a 2% transaction fee to cover bank charges.

Terms & Conditions

1. Confirmation of enrolment into any Navitas Workforce Solutions course will only be issued upon receipt of a signed enrolment form.
2. Navitas Workforce Solutions reserves the right to refuse a participant entry into any course, or withhold certification, if full payment has not been received prior to the course commencement date.
3. Cancellation or rescheduling of courses will be accepted only if written notice is received from the participant no later than 5 days prior to the course commencement date. If any cancellation or rescheduling of courses is made within 5 days of the course commencement date, Navitas Workforce Solutions reserves the right to retain all fees paid. Please note that all cancellations will incur an additional administration fee of $25.00 per course.
4. Participant substitutions may be made at any time prior to the course commencement date if requests are submitted to Navitas Workforce Solutions in writing.
5. Navitas Workforce Solutions reserves the right to alter course schedules and pricing without notice.

Signature of person authorised to book the training: _____

Name (please print clearly): _____

Please fax this completed form back to Navitas Workforce Solutions on (03) 9633 0101

Level 3, 206 Bourke Street,
Melbourne VIC 3000 Australia
ABN: 25 100 404 199

www.nws.edu.au

Telephone: (03) 9633 0100
Fax: (03) 9633 0101
Email: info@nws.edu.au

Supplementary Form:

Details of Additional Course Participants

Details of Course Participants:

Full Name	Phone Number	Email Address

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