

Adept Training Registration Form

10% discount for early payment on select courses only

For 10% discount on the cost of your course, we must receive your payment IN FULL at least 7 days prior to course commencement

Personal details: **Mr Mrs Ms Miss**

Male / Female

Surname: _____ First Name: _____ DOB: _____
 (Please provide proof of identity (POI) to verify your legal name as noted on either: your birth certificate, driver's licence or passport)

Address: _____

Suburb: _____ Post code: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Please provide an email address so we can send correspondence to you via email.

If English is your second language **please complete the English assessment** Yes No
 I would like to receive occasional promotions and information by email Yes No
 Do you require recognition of prior learning (RPL) for subjects you have completed through another RTO or through life/work experiences? Yes No

Please include a photocopy of your *Centrelink Pensioner Concession* card if you require the concession price; (concession will only be granted when card is presented at the time of booking).
 See www.adepttraining.com.au for more information on course fees and codes.

Please tick ✓ the course/s you wish to enrol in:

- | | |
|---|---|
| <input type="checkbox"/> Cert III in Pathology | <input type="checkbox"/> Cert III in Aged Care |
| <input type="checkbox"/> Perform Blood Collection <i>only</i> | <input type="checkbox"/> Cert IV in Aged Care |
| <input type="checkbox"/> Treatment Room | <input type="checkbox"/> Medical Administration |
| <input type="checkbox"/> Apply First Aid | <input type="checkbox"/> Medical Terminology |
| <input type="checkbox"/> Cannulation | <input type="checkbox"/> Drug and Alcohol |
| <input type="checkbox"/> Other _____ | |

Start Date: _____ Location: _____ Course code: _____

Payment Method and Bank Details:

(10% discount (on select courses) only applies when fees are received at least 7 days prior to course commencing)

Personal Cheque Money order Cash & EFTPOS (at office only)
 Direct Deposit *(please bring exact amount)*

St George Bank (ADEPT TRAINING)
BSB: 112 879 Account No: 0566 20719
(please include name or phone no. on transaction)

Payment Amount \$ _____

Please debit my Credit Card Visa MasterCard Payment Amount \$ _____

Cardholder Name: _____

Credit Card No. _____ Expiry date ____ / ____

Cardholder Signature: _____ Date: _____

Office Use Only:	Type of (POI) presented:		
	*Driver's Licence No#:	Conf Let./ SH / Rct	Vettrak ID: _____
	*Passport No#:	Date issued/posted:	Completed: <input type="checkbox"/>
	*Birth Certificate <i>(copy on file)</i> Yes / No / n/a	_____/_____/____	Filed: <input type="checkbox"/>
Received: _____			
Fees: _____			



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Terms, conditions & cancellation policy:

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on the web: www.adepttraining.com.au

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances.

A full refund will be given if cancelled 2 weeks or more before course, a 50% refund will be given if cancelled 1 week or more before course. No refund will be given if cancelled within 7 days of course commencing or if you fail to attend or complete the course. In these circumstances a place will be arranged in an appropriate future course, within 12 months. If you are unable to attend the course you have registered for you may send someone in your place. For all cancellations \$95 (inc. GST) administration fee will be charged, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement.

First Aid Course Terms, conditions & cancellation policy:

Once we have received your completed registration application and full payment, we will send you your confirmation letter. The 50% discounted fee is non-refundable. Full fee paying students only - a full refund will be given if cancelled 2 weeks or more before course. No refund will be given if you fail to attend or complete the course. If you are unable to attend the course you have registered for you may send someone in your place. Cancellations will incur a \$95 (inc. GST) administration fee, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

Language, Literacy & Numeracy Requirements:

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

Please ensure that you have the required level of English literacy & comprehension to attend one of our courses and meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.

Signature: _____

Date: _____

Please complete this form and return to Adept Training by:
Fax: 1300 366 045
Mail or in person: **69 Harris Street Harris Park NSW 2150**

English Comprehension Agreement

This section only needs to be filled in if you are UNSURE of your English skills.

In order for students to enrol in our courses and successfully participate, it is important that you have the required level of English literacy and comprehension; either Certificate III in English, IELTS 5.0 (and above) or successfully completed the Adept Training English Assessment. If you are unsure if your level of English is suitable for the course you may choose to come in to our Harris Park office and undertake an English Comprehension Assessment or we can assess you verbally over the phone.

This means that you can read and comprehend this information and you are able to fill this form in yourself. If you have any difficulties in reading, understanding or completing this form; please see our office for further assessment.

Please tick one of the following;

I would like to undertake Adept Training English Assessment Yes

Or

I feel that my English skills are appropriate to undertake this course Yes

By signing below you agree that your English skills are appropriate for you to undertake training and assessment at a Certificate III level. No refunds will be given if a student enrolls and decides that they wish to discontinue due to difficulty with English.

Name: _____ Signature: _____

