Short Course Enrolment Form

ONLINE

Register and pay online.
Enter the relevant course code into the search field to find your course and enrol
www.chisholm.edu.au/shortcourses

BY TELEPHONE

Register and pay by credit card
9238 8111
Mon - Thu: 8.30am - 5.30pm
Fri: 8.30am - 4.30pm

BY FAX

Complete enrolment form and attach company purchase order or fill in credit card details
FAX: 9238 8555

BY MAIL

Complete enrolment and attach payment - all cheques and money orders made payable to Chisholm Institute.
Chisholm Institute
PO Box 684 Dandenong 3175

IN PERSON

You may enrol in person at any Chisholm location.
Mon - Thu: 8.30am - 5.30pm
Fri: 8.30am - 4.30pm
School Holidays: 8.30am - 4.30pm

Chisholm Institute has made every effort to ensure that all details in this Course Guide are correct at the time of going to print. It reserves the right to change times/dates, fees and locations of courses if required. Enrolled students will be advised of any changes.

STUDENT 1

Student number _____

Surname (as printed on certificate)

Given Name(s) (as printed on certificate)

Date of Birth | Male ☐ | Female ☐

Postal Address

P/Code

Phone (H)

Phone (W)

Mobile

Fax

Email

☐ If you would like to receive email updates on our Short Courses please tick

STUDENT 2

Student number _____

Surname (as printed on certificate)

Given Name(s) (as printed on certificate)

Date of Birth | Male ☐ | Female ☐

Postal Address

P/Code

Phone (H)

Phone (W)

Mobile

Fax

Email

☐ If you would like to receive email updates on our Short Courses please tick

COURSE DETAILS

Course Name | Code

Start Date | Time | Campus | Fee

COURSE DETAILS

Course Name | Code

Start Date | Time | Campus | Fee

PAYMENT DETAILS

☐ Cheque/money order (made out to "Chisholm Institute") ☐ Company invoice **(please attach purchase order)** ☐ EFTPOS ☐ CASH

☐ VISA ☐ MasterCard ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry date ☐☐☐☐

Card Holders Name

COMPANY DETAILS (If company funded)

Company Name

Company Address

P/Code

Signature

Cancellation Statement **If you cannot attend: We must receive written notification 2 working days prior to course commencement. Refund requests will incur a $40 administration fee.** **Important: Strictly no refunds or transfers will be granted if notice is received after this time.** **Please note courses with low enrolments may be cancelled or deferred. If this occurs we will contact you 2 working days prior to course commencement and a transfer or full refund will be offered.**

OFFICE USE ONLY **Receipt No.** | **Date Paid**

Conc. Card No. | **Confirmed**

CONCESSIONS

A concession discount of 10% is available on some courses to individuals who are paying for their own course and who hold a valid Pension card, Health Care card or are Chisholm Institute full-time students. A valid concession card must be presented in person at the time of enrolment.

CAR PARKING

Parking places are limited, so it is highly advisable to arrive early for evening classes. Parking infringement notices are strictly enforced.

CAFETERIA

Please contact the relevant campus for hours of operation.

CERTIFICATES

For certain courses, upon satisfactory completion of course requirements and a minimum of 80% attendance, students will be issued a Chisholm Institute Statement of Attendance or Statement of Completion Certificate. For OH&S courses, upon satisfactory completion of course requirements, students need a maximum 100% attendance, to be issued with a Chisholm Institute statement of Attendance.