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| **Course Registration Form - Company** |

**Company Name:**

**Postal address for statement of attainments:**

**Email address to send invoice:

Contact Name and Number:**

**Course Name:**  **Course date:**

**IMPORTANT: If payment has been received prior to the course end – would you rather the Statement of Attainment be given to the student as they leave 🞎 OR posted to the company address 🞎 ?**

**\***If the statement of attainment is given to the student, a scanned copy can be emailed to the company.

**Names of attendees: Contact Number: Date of Birth: USI Number:**

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**Unique Student Identifier (USI):**

Any Australian citizen undertaking Nationally Recognised Training after 1st January 2015 requires a Unique Student Identifier, a ‘USI’. A USI is obtained by visiting the government website - [usi.gov.au](http://www.usi.gov.au/) and it should not take any longer than 10 minutes of your time to obtain. You will require a valid passport, driver’s licence, Medicare Card or other traceable proof of identification, which the website will check against government databases.

We strongly suggest you record your USI as you will need it for **all** future training you undertake.

**Payment details:**

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| **Payment Method** | **Payment Terms** |
| 🞏 Electronic Funds Transfer (\*See below) | **Payment Terms** |
| 🞏 Credit Card (Visa or MasterCard only) | Course fees must be paid in full before commencement day |
| 🞏 Cash payment |  |
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If you use Purchase Orders (POs), please quote your PO number here:

Notes: Payment by cheque is available prior to attendance at training.

Statements of Attainment/Cards/Certificates/Tickets are issued **only** after receipt of payment.

**\*Bank details for Electronic Funds Transfer:**

 Account: Handa Solutions Pty Ltd BSB: 484 799 Account no. 002395851

**Registration Notes and Conditions:**

**Our class sizes have reduced in capacity to comply with the COVID-19 'social distancing' requirements. Consequently, we cannot afford to register students who then do not show up on the day.**

**Registration is treated as an agreement whereby we agree to reserve a place for the student(s) you have nominated and in return you are expected to pay and they are expected to attend.**

**Our tax invoice will be generated and sent to you upon receipt of this registration.**

**We are now obliged to strictly adhere to our refund policy for non-attendance. See below...**

**Cancellation of attendance is permitted under the following conditions:**

* With more than 48 hours’ notice before the designated course starting time; a full refund is available.
* If less than 48 hours’ notice is given, a substitute student may attend, the registration can be moved to the next available course or a refund of 50% of the course fee will be returned.
* Non-attendance without any notification before the course start time, will result in no refund whatsoever.

**Acceptance of terms and conditions:**

Please sign below to confirm your acceptance of the terms and conditions for registration and non-attendance.

Authorised Company Representative Name:

Signature: Date: