

Enrolment Form

Please forward completed Enrolment Form to: The Client Services Coordinators by email: ifap@ifap.asn.au

IFAP CUSTOMER SERVICE CENTRE
PH: 1300 IFAP 00 (1300 4327 00)
FAX: 08 9332 3511
PO Box 339, WILLETTON WA 6955

Course Name:						Date Commencing:			
Preferred Location:		<input type="checkbox"/> North Lake <input type="checkbox"/> Fremantle <input type="checkbox"/> Bunbury <input type="checkbox"/> Darwin <input type="checkbox"/> Kalgoorlie				Please note: Not all courses are available in all locations			
Participant(s) Details: Please print clearly to ensure accurate registration									
First Name:	Surname:	Date of Birth:	Gender M/F:	Title/Position:	Email:	Phone No:	Alternate Phone No:		
Company:					Industry Type: (e.g. Mining, Construction etc)				
Company Postal Address:									
Booking Contact Details: If different to above									
First Name:	Surname:	Date of Birth:	Gender M/F:	Title/Position:	Email:	Facsimile:			
Preferred Contact Phone No:					Alternate Contact Phone No:				
<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile					<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile				
Invoice Details: To ensure the Tax Invoice is correct please indicate who is paying for the course:									
<input type="checkbox"/> Participant <input type="checkbox"/> Company <input type="checkbox"/> Other (please supply details)									
Authorised by:		(Print name)							

Please see over the page for METHOD OF PAYMENT, BOOKING TERMS & CONDITIONS and CANCELLATION/VARIATION POLICY.

METHOD OF PAYMENT:

Please accept my payment for \$_____ as follows:

- Credit Card *(Please complete full details. NB Diners Club not accepted)* Card No: _____
 Card Type: Cardholder's Name:
 Expiry Date: Signature:
- Direct Credit into IFAP Bank Account. *(Please ensure you state your Surname, Initial and Course as the reference when making the deposit).*
 - o Westpac Bank Ltd, 218 St Georges Tce, PERTH WA 6000, BSB 036-014 Account 119795 Swift Code WPACAU2S.
 - o A copy of your receipt or remittance advice must be sent to IFAP, clearly stating the amount, date paid and reference.
- Cheque/Money Order *(Cheques to be made payable to IFAP and mailed to PO Box 339, Willetton WA 6955).*
- Cash *(can be made at any IFAP campus . Receipts will be issued for cash payment only upon request).*
- EFTPOS *(is available at North Lake, Fremantle - Rous Head, Kalgoorlie & Darwin campuses only).*
- Please Invoice - Purchase Order No. required: *(A Copy of the Purchase Order is required prior to commencement of the course. Terms of payment 14 days from date of invoice).*

BOOKING TERMS & CONDITIONS and CANCELLATION/VARIATION POLICY

- All bookings must be confirmed with payment in full, at least 4 days prior to the commencement of the course.
- Members and account customers can confirm with a Purchase Order . Terms of payment 14 days from date of invoice. A copy of the Purchase Order is required prior to commencement of the course.
- Payment can be made by Credit Card, Cheque/Money Order, Cash, EFTPOS or by Direct Credit, as per Method of Payment above.
- All cancellations or variations to course bookings must be received in writing. If cancellations are made in accordance with our policy, a full refund will be issued.
- Cancellation of a booking received in less than 3 complete working days from the start of a course will incur an Administration Fee of 30% of the course fee.
- An alternate person may be substituted at any time at no additional cost.
- Should a student fail to attend or complete a course for which they have been enrolled, 100% payment is required.
- A change to another course date may be made at any time. If made more than 3 days prior to the start at no additional cost. If received in less than 3 complete working days will incur an Administration Fee of 30% of the course fee.
- IFAP will refund in full any deposits received for any course that it cancels. IFAP reserves the right to cancel courses without notice. IFAP will not be liable for any claims arising from course cancellation.
- Written confirmation of your booking will be sent on receipt of your application. However this confirmation is subject to the above Terms of Payment. IFAP reserves the right to withdraw any participant from a course if payment has not been received in accordance with our Terms of Payment. Course fee includes where appropriate course training material, refreshments and lunch.
- IFAP reserves the right to alter any price, service, condition or the availability of any service or item without further notice.

IFAP USE ONLY			
REGISTRATION PROCESSED	Date:	Entered by:	
PAYMENT PROCESSED	Method:	Amount:	ROC:
	Date:	Initial:	