



Enrolment Form

To register for a course please complete this enrolment form, including full payment details.

Fax to 1300 793 952

Phone 1300 793 951 to speak with one of our consultants

Post to PO Box 10499 Adelaide Street, Brisbane QLD 4000

Enrol online at www.odysseytraining.com.au

Let's confirm your details.

What venue will the participant/s be attending? Melbourne Sydney Brisbane Townsville Cairns

Authorising Officer

Full name: Position:
Department: Organisation:
Address:
Phone: Mobile:
Fax: Email:

Participant

Full name: Position:
Phone: Mobile:
Email: Course name:
Course date: Course price:

(Computer courses only)

Software version: Level: Intro Inter Adv Platform: Mac PC
Special / dietary requirements:

Participant

Full name: Position:
Phone: Mobile:
Email: Course name:
Course date: Course price:

(Computer courses only)

Software version: Level: Intro Inter Adv Platform: Mac PC
Special / dietary requirements:

How would you like to pay?

Please make cheques payable to Odyssey Training. To be an approved account customer of Odyssey Training you must apply for an account facility. Terms are 7 days.

Payment amount:
Credit card: Mastercard Visa American Express (3% Surcharge Applies for AMEX)
CCV number:
Name on card:
Pay by: Cheque Credit Card Invoice (Must attach Purchase Order)
Card number:
Expiry date:
Signature:

Accepting our terms and conditions.

Cancellations will be accepted if Odyssey Training is notified in writing more than 7 working days before the course date, and will refund the course cost, minus a \$55 registration service fee. One confirmed attendance date can be transferred without charge, per enrolment, where Odyssey Training has been notified in writing more than 7 working days before the course date. All subsequent transfers will attract a fee of \$55. Transfers or cancellations received within 7 working days or less of course commencement will incur a 100% fee of the total course cost. Odyssey Training will not take any responsibility for travel and accommodation cost incurred.

Certificate IV in Training & Assessment courses ONLY: Changes to enrolments will incur a \$55 administration fee. If a course is cancelled more than five days prior to the commencement date a 20% fee will apply. Cancellations within 5 days from the course start date will incur a fee of 100% of the course cost.

Special Promotion / Offers: Payment is required prior to the course date. No cancellation or transfers are permitted on discounted or special offer rates. Odyssey Training will charge a 100% fee of the total course cost if course is cancelled or rescheduled.

Closed Group Sessions: Our standard terms and conditions do not apply. Please refer to the terms and conditions on your proposal acceptance page.

All courses are subject to minimum enrolment. Odyssey Training endeavours to ensure classes are conducted on scheduled dates, but reserve the right to alter dates as required. Odyssey Training is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. For information on our policy, visit www.odysseytraining.com.au/privacy. Odyssey Training sends out training schedules and information of courses on offer, if you do not wish to receive this information please tick the box

I have read and understood the above terms and conditions and accept these. If you are under the age of 18 your guardian must sign.

Signature: Date: