Holmesglen Short Courses
Enrolment Form

• You can enrol and pay online at www.holmesglen.edu.au/shortcourses or complete and return this form with payment.
• Anyone aged 15 and over can enrol. There are no prerequisites unless stated in the course outline.
• Early enrolment is advisable to avoid disappointment. Enrolments will close once the course has been filled.

Terms & Conditions

Confirmation
All enrolments are successful upon receipt of enrolment form and payment. Students will be notified by email. A confirmation letter must be with you at all times when on institute property.

Cancellations
Courses with low enrolments will be cancelled. Students will be advised of this by telephone no later than 2 days prior to the scheduled commencement date.

Refunds & Transfers
A full refund will be issued if the course is cancelled. Written applications for refunds & transfers will be accepted within 5 clear working days before the course is due to start. A $50 handling fee will apply. No refunds or transfers will be valid once the course has commenced.

Certificates
Upon satisfactory completion of the course requirements and a minimum attendance of 80%, students will be issued with a certificate of completion.

Concessions
Concession cards must be produced at time of enrolment to receive a discount. No concessions apply to courses valued $140 or less, accredited programs, online courses or courses conducted by the Australian Bar School. A 10% discount applies to all valid concessions.

Course Details

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<th>Code</th>
<th>Start Date</th>
<th>Location</th>
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Total $

Student Details

Surname: First Name: Title:
Address: Suburb: Post Code:
Home Telephone: Business Telephone:
Mobile phone: Facsimile:
Email: DOB:
Company funded: Yes No Person authorising training:
Company name: Purchase order attached: Yes No
Company address: Suburb: Post Code:
Telephone: Email: ABN:

Would you like to receive a digital brochure for more information? Yes No
How did you hear about Holmesglen Short Courses? Google Website Brochure Referral
   Past student Flyer Twitter Radio Email Other
Do you have a disability that we should know about? Yes No
I have read and accepted the enrolment terms and conditions Yes No Signature:

Payment Details

Cheque Cash VISA Mastercard Money Order EFTPOS

Card Number Expiry / CSV
Name on card: Signature:

TOTAL $

What’s Next?

Website
www.holmesglen.edu.au/shortcourses
* VISA and Mastercard accepted. Credit card payment will be refunded back to the payer’s credit card, approx. 10 days after processing.

Mail us
Holmesglen Institute of TAFE
Short Courses, PO BOX 42, Holmesglen VIC, 3148. Cheques made payable to Holmesglen Institute of TAFE.

Contact us
T: 9564 1546 F: 9564 1502
Please have your credit card details ready if you are wanting to pay. 9am-5.15pm (Mon-Fri)

A fee will be charged for duplicate receipts or certificate. Receipts $10 and certificates $20. For information regarding our privacy policy, please visit our website or call the Short Courses office.