THE ACADEMY OF INTERNATIONAL EDUCATION (AUSTRALIA)

Short Course Enrolment Form

STUDENT DETAILS

Title _____ Surname/Family Name _____ Given Name(s) _____

Date of Birth _____ Gender ☐ Male ☐ Female

Address _____ Suburb _____ Postcode _____

Work Phone _____ Home Phone _____ Mobile Phone _____

Email _____

How did you hear about our short courses?

☐ Internet/Website ☐ Brochure ☐ Referral ☐ Previous Student ☐ Email ☐ Other _____

What is the main reason for studying this course?

☐ To get a job ☐ To develop my business ☐ To start a business ☐ To get a better job or promotion

☐ To try for a different career ☐ To fulfil my job requirement ☐ To gain extra skills for my job ☐ To get into another course or study

☐ For personal interest of self-development ☐ Other reason _____

COURSE DETAILS

Course Name _____

Course Code _____ Course Date(s) _____ Time _____

Venue _____ Fee $ _____

PAYMENT DETAILS

☐ Cash ☐ Visa ☐ MasterCard ☐ EFTPOS ☐ Cheque ☐ Money Order

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry ☐☐☐☐ CCV ☐☐☐

Cardholder's Name _____ Cardholder's Signature _____

Amount $ _____

By fax
(03) 9429 6388
(credit card only)

By mail
The Academy of International Education (Australia)
47 Butler Street, Richmond VIC 3121

By phone
(03) 9279 2551
Mon-Fri 9am-5pm
(credit card only)

In person
Reception
The Academy of International Education (Australia)

All cheques and money orders are made payable to The Academy of International Education (Australia). Please print your name, address, phone number and course on the back of the cheque or money order. Cash and EFTPOS are only accepted in person at the Reception.

TERMS & CONDITIONS

1. Class sizes are limited. Enrolments will be taken in the order received.
2. Payment must be made to secure your place.
3. Participants will not be allowed to enter the classroom after 30 minutes of the commencement of the training. No refunds or transfers will be issued.
4. Programs with low enrolments may be cancelled or postponed. In the event of TAIE cancelling a short course, you will be given a full refund. Please provide a contact number on the enrolment form so we can contact you if courses and sessions are postponed or cancelled.
5. Transfers between courses require at least 2 working days prior to the start of the initial course. For transfers with less than 2 working days' notice, a $30 transfer fee applies.
6. If you wish to cancel from a course, you are required to give at least 2 working days prior to the start of the course. Cancellations with less than 2 working days' notice will incur a 50% cancellation fee.
7. Once courses commence, TAIE will not approve refunds or transfers under any circumstances.

I have read and accepted the enrolment terms and conditions. ☐ Yes ☐ No

Signature _____ **Date** _____

OFFICE USE ONLY

Receipt Ref	Receipt Date
Certificate Details	Issue Date
Course Date	ID Checked