

## Payment Method Form

Please complete the following, using blue or black pen, and provide information as indicated.  
All information will be treated as **CONFIDENTIAL**.

<b>Company or Individual Payment Details</b> (This is where certificates will be sent upon receipt of payment)								
Company Name						ABN		
Individual Name								
Contact Info	Work				Mob			
	Email							
Postal Address								
					State			Postcode
Contact Person					Site			
<b>Course Details</b> (Confirmation of your enrolment will be made prior to commencing the course)								
Course Name					Course Date/s			

<b>Student Names</b> (Each participant listed below is required to complete an <b>Enrolment Form</b> to secure their enrolment)	

<b>Payment Details</b> (A tax invoice will be emailed to the Contact Person listed above once all sections of this form have been received by our Training Administrator)														
<b>Payment Total</b> (Incl GST) \$_____														
Company Order Number (Approved Account Customers Only) O/N:_____														
Electronic Funds Transfer BSB: 082-845 Account Number: 58452 3891 (Please leave participant name or invoice number as a reference)														
Credit Card		Mcard (1.4% fee)				Visa (1.4% fee)				Amex (1.5% fee)				
Card Number														
Name on Card														
Signature					Expiry	____ / ____ / ____								

**REMEMBER** Turn Payment Method Form over and complete page 2 details.

## Terms and Conditions

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Courses with practical components (e.g. Safe Cutting & Welding) require full PPE to be worn by students. This includes steel cap boots, long sleeve shirt and long pants. For all other courses closed in footwear is required (no thongs). Students will not be permitted to attend training if the relevant PPE requirements are not met.

### CERTIFICATES

Certificates will be mailed to the Contact Postal Address provided on the previous page, upon successful completion of the course and once course fees have been paid. A \$60 fee (incl GST) is charged for issuing replacement certificates.

### COURSE FEES, CANCELLATIONS & REFUNDS

#### Course Fees

Fees should be paid 7 days prior to course commencement unless an order number has been provided (for approved customers only). Where course fees are greater than \$1500 per student, please pay a deposit of \$1500 per student only, with the balance payable once the course has commenced.

#### Cancellations

Capability Resources reserves the right to cancel or change any course and refunds will be given if this occurs. Every effort will be made to contact students and employers so please ensure we have your correct contact details.

#### Refunds

Fees will only be refunded in the following circumstances

- Where participants have overpaid the course fees, the amount overpaid will be refunded
- Where participants are enrolled in training that has been cancelled, any fees paid will be refunded in full (or can be applied towards training on an alternative date).
- Where participants withdraw from a course at least 5 working days prior to class commencement, any fees paid towards the course will be refunded, less a \$20 administration fee.
- Where a participant is unable to commence their training due to serious illness or misadventure, any fees paid towards the course will be refunded, less a \$20 administration fee. This may be subject to the provision of a Medical Certificate when requested.
- **We do not refund or transfer fees when you withdraw within 5 working days of course commencement**

## Acknowledgment:

Signature:		Date	/	/
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