

Short Courses Enrolment Form

- You can enrol and pay online at www.holmesglen.edu.au/shortcourses or complete and return this form with payment
- Early enrolment is advisable, enrolments will close once the course has been filled

--	--	--	--	--	--	--	--	--	--	--	--

Student ID Number

Course Details					
Course Title	Course code	CRN	Start date	Location	Fee (GST incl)
					\$
					\$
					\$
					\$
Total: \$					

Student Details *Indicates mandatory field	
*Surname:	*First Name:
*Date of birth:	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
*Address:	
*Suburb:	*Postcode:
*Home Telephone:	Business Telephone: *Mobile:
*Email address:	

Company Funded <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please complete below)	
Purchase order number:	ABN:
Person authorising training:	Telephone:
Company name:	
Company address:	
Suburb:	Postcode:
Email address:	

How did you hear about Holmesglen Short Courses? <input type="checkbox"/> Google <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Referral <input type="checkbox"/> Past Student <input type="checkbox"/> Flyer <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> Email <input type="checkbox"/> Other:	Would you like to be added to our e-news mailing list? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Do you have a disability that we should know about? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please specify):	
*I have read and accepted the enrolment terms and conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Signature:
	*Date:

Payment Details (or attach purchase order for company funded enrolments)																													
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> EFTPOS	TOTAL AMOUNT \$:																												
Card number	Expiry date																												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																								<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					
CSV																													
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																								<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					
Name on card:	Signature:																												

Short Courses Administration: Chadstone campus, Building 2, Level 2

Enrol online www.holmesglen.edu.au/shortcourses VISA and Mastercard accepted. Credit card payment will be refunded back to the payee's credit card, approx 10 days after processing.	Mail us Holmesglen Institute, Short Courses PO Box 42 HOLMESGLEN VIC 3148 Cheques made payable to Holmesglen Institute	Contact us T: 9564 1546 E: scadmin@holmesglen.edu.au Please have your credit card details available if you want to pay over the phone. Opening Hours: 8.30am - 5pm (Monday - Friday)
--	---	--

Short Courses Enrolment Information, Terms and Conditions

Who can enrol?

Everyone aged 15 and over can enrol. There are no prerequisites unless otherwise stated in the course requirements.

When to enrol?

Early enrolment is advisable to avoid disappointment. Enrolments close one (1) day (24 hours) prior to the course start date or when classes are filled. Courses with low enrolments may be deferred or cancelled.

Confirmation

All enrolments are successful upon receipt of the enrolment form and payment. Students will be notified by email when classes are confirmed with the course location, date and time. If you do not receive the confirmation message, please check your junk mail folder.

Discounts

Discounts cannot be redeemed once full payment has been received, nor can a course be refunded to reclaim a discount. Please make sure you apply for your discount code at the time of enrolment when making your purchase online. You can also contact Short Courses on 9564 1546 if you are applying over the phone. Discounts are valid for selected courses only and not redeemable on accredited, combo courses or courses of \$150 or less.

Corporate discounts are available for courses organised by Holmesglen Workforce Solutions.

Holmesglen students receive a 10% discount. Holmesglen staff discount is 20%. Please notify us before you enrol.

Discounts are not valid for Industrial Skills and Safety and OHS courses delivered by Holmesglen Workforce Solutions.

Concessions

Concession cards must be produced at time of enrolment to receive a 10% discount. If you are entitled to a concession, you can visit the Short Courses office at the Chadstone campus (building 2, level 2), where a member of our team will sight and authorize your valid concession card. Concessions cannot be processed if full payment has already been received, nor can a course be refunded to reclaim a concession. Concessions are not valid on accredited, combo courses or courses of \$150 or less and cannot be used in conjunction with any other offer. Concessions are not applicable for courses organised by Holmesglen Workforce Solutions.

Public Holidays

There are no classes on public holidays.

Cancellation and Deferral

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

Refunds, Transfers or Withdrawal

Course cancelled by Holmesglen: A full refund will be given if we cancel your course. A transfer to another date can be done at no extra cost to you. Standard terms and conditions apply.

Written applications by email on scadmin@holmesglen.edu.au for Short Courses or hws@holmesglen.edu.au for Holmesglen Workforce Solutions for refunds or transfers will be accepted up to 5 clear working days prior to course commencement. A standard handling fee of \$80.00 will apply. Online payments will be refunded back to the payee credit card. All other refunds will be by cheque mailed directly to the payee. Processing of refunds can take up to two (2) weeks.

No refunds or transfers will apply once a course has commenced.

Company Funded Enrolments

Students are legally liable for all fees and charges associated with their enrolment at Holmesglen Institute. An Employer or Third Party can elect to pay the fees on behalf of the student, however, if for any reason the Employer or Third Party does not pay the outstanding fees, the student will remain liable for the fees.

Car Parking

A flat rate per day of \$4 applies at the Chadstone and Waverley campuses and \$6 at the Moorabbin campus. Ticket and change dispensing machines are available at several locations and are clearly signposted. Public parking available at the St Kilda Road campus (council fees apply). Limited free parking available at the Drummond Street campus.

Certificates

Upon satisfactory completion of course requirements and a minimum of 80% attendance, students will be issued with a Certificate of Completion or a Statement of Attainment for an accredited course.

Duplicates

A fee of \$20 will be charged for duplicate certificates.

Student Information

Student record information will only be released to Government departments where complete confidentiality is assured. Students must carry their confirmation letter/email at all times while on Institute Campus.

Privacy: For information regarding our privacy policy, please visit our website or contact the Short Course office on 03 9564 1546 or for Industrial Skills and Safety and OHS course call Holmesglen Workforce Solutions on 03 9209 5300.