



**Aspin
Training**

RTO No 21756 | L1-1155 Toorak Road, Camberwell VIC 3124 | T 1300 754 771 | F 03 9018 4446 | E info@aspingroup.com.au

meeting the need for flexible training

Professional Development Short Course Booking Form

Contact Information

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss		Name	
Position/Role			
Organisation			
Address			
		State	Postcode
Telephone		Website	
Fax		Email	

The organisation I work for would best be described as:

<input type="checkbox"/> Private/Public RTO	<input type="checkbox"/> Business	<input type="checkbox"/> Government agency	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Consultancy	<input type="checkbox"/> NFP Organisation	<input type="checkbox"/> Peak body	_____

The short course I wish to register is (please complete)

Short Course Title		
Date	Time	Price

Payment Options (please select one)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Deposit: Aspin Pty Ltd, Bendigo Bank
<input type="checkbox"/> Purchase order # _____	<input type="checkbox"/> Visa	BSB 633-108, Account 1209 225 47

Credit Card N° _____	Exp Date _____	CVN _____
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss	Card Holder Name	
Signature _____		

Please fax completed form to **03 9018 4446**

For further information about the short courses, please call 1300 754 771 or email: info@aspingroup.com.au

Aspin Training Short Course Terms and Conditions

- Fees must be paid prior to attendance at a short course unless otherwise arranged. Payment options can be arranged upon consultation with the registrar and must be strictly adhered to.
- Participant concession options
 - Commonwealth Health Care Card
 - Pensioner Concession Card
 - Veteran's Gold Card. For more detailed fees and charges policy and procedures please go to <http://aspintraining.com.au/node/179>
- In the event that Aspin Group cancels a short course registration fees will be refunded in full, or can be carried forward to a future course. Short courses with low numbers may be postponed or cancelled.
- Refund Policy
 - If a participant withdraws by written notice, at any time up until 4 weeks of the commencement date the RTO must refund the registration fee less the minimum fee.
 - No refund will be made for non-attendance on the day where prior notification of non-attendance was not received by Aspin Group.
- Personal information provided by registrants during the registration process or otherwise in connection with an Aspin Group course will be treated in accordance with Aspin Group's privacy policy, which is accessible at <http://www.aspintraining.com.au/node/92>