

COURSE ENROLMENT FORM

In Person

Bring enrolment form and payment to:
MSAC Institute of Training
Sports House
375 Albert Road, Albert Park
Mon-Fri 8.30am – 5.00pm

By E-mail

E-mail enrolment form to:
MSAC Institute of Training
msacinstitute@ssct.com.au
(authorisation letter or purchase order required for invoice)

By Fax

Fax enrolment form to:
MSAC Institute of Training
Fax: 03 9926 1333
(authorisation letter or purchase order required for invoice)

Course Details

Name of Course / Qualification:

Start Date:

Course Fee:

Student Details

Title:

First Name:

Surname:

Postal Address:

Suburb:

State:

Postcode:

Home Phone:

Mobile:

Work Phone:

Fax:

Date of Birth:

Male

Female

Email:

Previous MSAC Institute of Training Student



MSAC Club Member Card No.:

SSCT Staff Members, please tick:

Full-time

Part-time

Casual

MSAC Club members and State Sports Centres Trust employees may be entitled to receive a discount on courses. Please contact the MSAC Institute of Training for more information.

Individual Needs: *We promote access to people of all abilities. Please let us know if you have any special requirements to undertake our course.*
(eg. dietary requirements, wheelchair access, literacy)

How did you hear about this course?

Are you currently employed? Yes No

Company Name:

Position:

Declaration

- I am aware that the MSAC Institute of Training may use my personal information to tell me about products and services and may disclose it to approved third parties (see our Privacy Statement). If you would like further information on MSAC Institute of Training's privacy practices, or on how to view your personal information, please contact us on 03 9926 1300.
- I authorise MSAC Institute of Training to release information concerning my record to:
 - any government department where legally required and providing confidentiality is assured
 - to apprenticeship authorities and/or my employer if I am undertaking apprenticeship studies
- Full course payments must be received by the MSAC Institute of Training prior to the commencement date of the course.
- Applications for refunds will be accepted if a written request is received at least 5 working days prior to the date of course commencement.
- All cancellations, withdrawals and/or refunds will incur an administration fee of \$50.00.
- A full refund is given only if the course is cancelled by the MSAC Institute of Training.
- No refunds or requests for transfer to another course will apply once a course has commenced.
- I give consent to my photograph appearing in incidental group photographs which are intended to be used by MSAC Institute of Training for marketing.
- I am aware that courses will not be conducted if insufficient numbers of students have enrolled.
- I have downloaded and read the MSAC Institute of Training's Student Guide and agree to the Policy & Procedures available at www.msacinstitute.com.au/studentresourcecentre

Student Signature: _____

Date: _____

Payment Details

EFT DETAILS:

ANZ

Account Name: MSAC Institute of Training
BSB: 013 435 Account Number: 83 547 8854

CHEQUE / MONEY ORDER:

Please find enclosed my cheque/money order for \$ _____

CREDIT CARD:

Please debit my credit card

VISA

Mastercard

Cardholders Name:

Amount:

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____

Cardholders Signature:

CCV Number: ____

Date:

OFFICE USE ONLY

Account Code: _____

Taken By: _____

Date: _____