

Victorian Training & IT Solutions

Enrolment Form

Course Details

Course Name _____

Course Date _____

Course Fee _____

Participant Details (please use block letters)

Title _____ First Name _____ Surname _____

Position _____

Organization _____

Address _____

City _____ State _____ Postcode _____

Telephone BH _____ Telephone AH _____ Mobile _____

Fax _____ Email _____

Payment Details

Please indicate if your course is company funded: Yes No Please raise me an invoice

VTIS Alumni ID. (if applicable) _____

Payment Method: Cash Cheque Credit Card

Expiry Date _____ Bankcard Visa MasterCard

Credit Card Information

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Card Holder's Name _____

Signature _____

Cheques should be made payable to Victorian Training & IT Solutions Pty Ltd and should be crossed "Not Negotiable"

EFT should be deposited into Victorian Training & IT Solutions CBA

Account: BSB 063120 Account: 10206638

A receipt will be forwarded upon payment

HOW TO BOOK:

Credit Card: Fax completed form to 03 9533 9589

Cheque: Post completed form to Level 1, 422 Little Collins Street, Melbourne 3000

Cash: Drop completed form Level 1, 422 Little Collins Street, Melbourne 3000

CONTACT INFORMATION

Email: info@vtis.com.au

Website: www.vtis.com.au

Phone: (03) 9533 9588 **Fax:** (03) 9533 9589

Previous VTIS Client? Yes <input type="checkbox"/> No <input type="checkbox"/>		How Heard:		Current Job Role:	
		Google Search	<input type="checkbox"/>	Analyst (Business and/or Systems)	<input type="checkbox"/>
Reason for Attending?		Website	<input type="checkbox"/>	System Administrator	<input type="checkbox"/>
Self Improvement	<input type="checkbox"/>	Direct Mail/Flyer	<input type="checkbox"/>	Senior Management	<input type="checkbox"/>
Improve Employment Opportunities	<input type="checkbox"/>	Electronic Newsletter	<input type="checkbox"/>	Information Manager / IT Manager	<input type="checkbox"/>
Improve Contracting Opportunities	<input type="checkbox"/>	Business Colleague/Friend	<input type="checkbox"/>	Project Manager	<input type="checkbox"/>
Career Change	<input type="checkbox"/>	Lecturer	<input type="checkbox"/>	Programmer	<input type="checkbox"/>
Up skill / Reskill	<input type="checkbox"/>	Information Session	<input type="checkbox"/>	Sales	<input type="checkbox"/>
Skills requirement for a specific project	<input type="checkbox"/>	Advertising	<input type="checkbox"/>	Student	<input type="checkbox"/>

Declaration

By joining VTIS I agree to the following rules and regulations that I shall not:

- Supply false information or exclude important facts in my application
- Fail to abide by the Statutes, Rules and Regulations of the centre.
- Frequently be late or absent, for reasons within my control
- Cause any damage or destruction to VTIS property
- Engage in unlawful behavior or misconduct, contrary to the best interests of VTIS

Terms and Conditions

- VTIS reserves the right to amend the course program at any time, in correspondence to industry requirements
- VTIS reserves the right to make changes to the curriculum, dates, trainers and fees without notice.
- You are required to take responsibility for damage caused to VTIS property.
- Study/Course materials if issued, can not be refunded or exchanged under any circumstances
- If you wish to cancel or change/transfer your enrolment, VTIS must receive at least 4 working days' written notice prior to commencement of course to enable re-allocation of your place to another participant.
- It is expected that all fees must be paid before commencement of the course unless permission for extended credit facilities has been granted. Credit facilities will only be granted under the condition that further financial information is provided.
- There will be no refunds once the course has commenced.
- The above terms and conditions as well as the Certification & Money back guarantee conditions succeeds any previous agreements, proposals or negotiations, whether written or oral.

Certification & Money back Guarantee Conditions

- VTIS reserves the right to decline training or fail to guarantee certification if in our opinion an applicant is not suited to the course
- All relevant Study Materials will be provided
- Certification guarantee consists of free attendance to lectures relevant to the exam, if you fail in that particular certification exam within 4 months from attending the course at VTIS.
- Certification and Money back guarantee will not apply if there is a failure in attendance to the full extent of EVERY class
- If, after five attempts at an exam after the enrolled certification training course within 4 months, the candidate has not passed the relevant exam, the training fee paid for the subject will be refunded to the client.
- Our course fee does not include certification exam fees.

* I declare that the information provided is correct, I have read and agree to abide by VTIS Terms & Conditions and Certification, Money back Guarantee Terms and Condition

*Please Note:

1. Please note this Application is subject to satisfaction of criteria for acceptance into applicable course.
2. Payments terms available. Please ask for further details prior to lodgment of Application Form.
3. Credit card payments may attract a surcharge.

Signature: _____ Print Name: _____ Date: ____/____/____