

Short Course Enrolment & Room Hire Form

Personal Details			
First name		Last name	
Address			
Email		Phone	

Company Details (only required for referred clients)			
Organisation		Contact name	
Address			
Email		Phone	

Short Course Details			
Training Course			
Date/s	Start time	Finish time	

Room Hire Details			
Date/s	Start time	Finish time	

Payment Details			
Option 1 – Direct Debit from my credit card account			
<input type="checkbox"/> I authorise Julie Reid Management Pty Ltd (ABN 16 065 112 870) trading as MP Training and Recruitment to debit the amount/s payable from my/our credit card.			
Credit Card number		Credit Card Type	
Name on Card		CVV Number	
Signature		Expiry Date	/
Wednesday date for Direct Debit		<small>Note: date must be a Wednesday and at least two weeks prior to the room hire date</small>	

Authorisation			
By signing and/or providing a valid instruction in respect to your Direct Debit, you have understood and agreed to the terms and conditions governing the direct debit arrangements between you and Julie Reid Management Pty Ltd (ABN 16 065 112 870) trading as MP Training and Recruitment as set out in the Short Course enrolment / Room Hire Booking and Cancellation Policy.			
Name		Signature	
		Date	

Option 2 – Purchase Order OR			
<input type="checkbox"/> I will provide a Purchase Order to MP Training and Recruitment on confirmation of short course enrolment / room hire booking and agree to the payment terms detailed in the Short Course Enrolment / Room hire Booking and Cancellation Policy.			
Option 3 – Request to Invoice			
<input type="checkbox"/> I request that MP Training and Recruitment raise an invoice on confirmation of short course enrolment / room hire booking and agree to the payment terms detailed in the Short Course Enrolment / Room Hire Booking and Cancellation Policy.			
Name of Organisation		Purchase Order No	
Contact Name		Phone	
Address			
Name		Signature	Date

How did you hear about this course?			
<input type="checkbox"/> Direct Marketing	<input type="checkbox"/> Advertising	<input type="checkbox"/> Referral	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> MP Training and Recruitment Office	<input type="checkbox"/> MP Training and Recruitment Website		

Declaration			
<input type="checkbox"/> I confirm that I have read the Short Course Enrolment / Room Hire Booking and Cancellation Policy.			
<input type="checkbox"/> I wish to proceed with the room hire and accept the terms and conditions set out below:			
<ul style="list-style-type: none"> • MP Training and Recruitment reserves the right to cancel or reschedule any course due to insufficient enrolments. • Prices and course dates may be subject to change. • MP Training and Recruitment will acknowledge receipt of your Short Course Enrolment & Room Hire Form and confirm your enrolment/ room hire one week prior to the scheduled short course training date. 			
Name		Signature	Date

Please return the Short Course Enrolment & Room Hire Form to:

F: 02 6057 9333

E: markus@mptrainingandrecruitment.com.au

ADMINISTRATION ONLY

Task	Completed by	Date completed
<input type="checkbox"/> Invoice request raised		
<input type="checkbox"/> Short course/room booking entered into Room Booking calendar		
<input type="checkbox"/> Short course/room booking date/s and requirements diarised		
<input type="checkbox"/> Short course trainer confirmed		
<input type="checkbox"/> Receipt of Short Course Enrolment/Room Booking Form acknowledged, and client notified		
<input type="checkbox"/> Client confirmation obtained one week prior to scheduled short course training / room booking date		
<input type="checkbox"/> Training resources prepared		
<input type="checkbox"/> Short Course Certificate of Attendance printed and issued		