



ENROLMENT FORM

Course name:

Course Date: Location:

First name: last name:

Company contact:

Address : Postcode:

Phone: Fax: Mobile:

E-mail address:

Conditions of Registration and Cancellation

(Full terms and conditions can be viewed in our 'Student Handbook' located at www.ecaq.asn.au.
No registrations will be accepted without full payment of registration fees and an authorised person's signature on the Acceptance of Conditions (below). All registrations should be received by ECA two weeks prior to the course date.
Any late enrolments should be discussed with the ECA Training Officer prior to the course date to ensure availability. Non-registered participants will NOT be accepted at the training course. Registration is essential.
Registration may be cancelled up to 5 working days prior to commencement of course with participants either transferring to another course or receiving a full refund less an administrative fee of \$25. If a cancellation notice is received in less than 5 working days but no less than 2 work days prior to the course commencement, participant can either transfer to another course or receive a refund less an administration fee of \$50. Substitution of a participant can be made by prior arrangement.
If no cancellation notice is received or cancellation is made less than 2 working days prior to commencement of the course, no refund will be issued. Participants may be provided with a refund of course fees in exceptional circumstances. Appropriate evidence such as a medical certificate or other relevant documents must be provided.
Upon receipt of your registration form, you will be registered on your nominated course and, subject to course availability; an acknowledgement will be forwarded to you by mail.

Acceptance of Conditions

I hereby acknowledge and accept the above conditions of registration and cancellation and will ensure I make myself aware of the full terms and conditions available to me as a student in the 'Student Handbook'.

Information collected by the Electrical and Communications Association, Queensland Industrial Organisation of Employers, is protected by the Privacy Amendment (Private Sector) Act 2000 (Cth). Information collected by this form is for the purpose of obtaining details to assist us in providing goods and services and will not be disclosed to a third party, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers. Please contact the Association if you wish to access or correct personal information collected by us or if you have any queries in regard to our information handling procedures.

**To confirm your enrolment, simply fill out the form and return to:
EMI- PO Box 2438, Fortitude Valley BC QLD 4001 info@emi.org.au or Fax 07 3251 2400**

Payment details:

Visa MasterCard Cheque Total amount: \$.....

Number on card: Expiry date:

Name on card: Signature: