

Enrolment Form

To register, please complete one form per participant and submit via email to enquiry@moxi.com.au

NOTE: Personal information provided on this form is managed in accordance with the Privacy Act 1988 and remains strictly confidential

Course Details

Course Name	Course Cost
Course Date	Location

Personal Details

Family Name (Surname)	Given Names
Date of Birth __/__/____ <input type="checkbox"/> Female <input type="checkbox"/> Male Please nominate <i>special dietary requirements</i> ? <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Halal <input type="checkbox"/> Other _____	
Job Title	Home Address
Home Phone	Street Name
Mobile Phone	Suburb
Email	State/Country Postcode

Name of person responsible for booking _____
Email _____ Phone _____

Terms and Conditions (for more detailed pre-enrolment information please go to www.moxi.com.au to access our Participant Handbook)

- In accordance with *Standards for Registered Training Organisations (RTOs) 2015*, MOXI will only process the payment for course fees at the commencement of training however, in order to secure a place in a course, payment details must be provided at the time of enrolment.
- MOXI reserves the right to cancel any course prior to the commencement of training. In the event a course is cancelled, no fee is payable.
- Clients must advise MOXI of their intention to cancel an enrolment. Notification must be in writing, addressed to the MOXI Office Manager and email to enquiry@moxi.com.au. A cancellation request should only be presumed successful if you have received an email confirming this.
- **Cancellation notice:** More than 10 working days attracts no cancellation fee; less than 10 days attracts 50% cancellation fee; once training has commenced, no refund options are available. In instances where the cancellation is deemed to be beyond the participant's control, enrolment may be allocated to another person or transferred to another course without attracting a cancellation fee. Individual circumstances will be considered fairly and the outcome of each will be determined on merit. All decisions are at the discretion of the MOXI Office Manager.
- **Credit Transfer & RPL:** Please refer to the *MOXI Participant Handbook* or contact our office to determine if you are eligible.
- **Disclaimer:** Please be aware that submission of an *Enrolment Form* is not a guarantee of booking acceptance and is subject to confirmation within 3 days. A separate *Course Confirmation* letter is emailed to all participants or employers 2 - 4 weeks prior to the scheduled course date.

Payments

Credit Card Number __-__-__ / __-__-__ / __-__-__ / __-__-__	Expiry: __/__/__	CVV: __-__-__
Cardholders Name	Signature	
OR <small>Invoice my Employer</small> Company Name	Purchase Order # <small>(attach copy)</small>	
Company Postal Address	Suburb	
State/Country	Post Code	

I hereby acknowledge that I have read and accept the terms & conditions of enrolment as detailed above and I have been made aware that further information regarding my enrolment is available in the *MOXI Participant Handbook*. If my course is paid for by my employer, I understand my results are released to my employer. I confirm all information given by me is true and correct.

Signed _____ Date _____