

Beltin Group Course Registration Form

Please read carefully and answer all questions. It is your responsibility to notify us of any changes to your registration. Beltin Group adheres to strict codes of conduct (including confidentiality) in regards to all dealings with our clients. The information on this registration form is collected for the purpose of finding out what assistance you may need and provide the most appropriate services. Beltin Group has a privacy policy which can be accessed from our Policy and Procedure Manual (available on request).

Course Name: _____

Course Date: _____

Location: _____

Will you be applying for RPL/RCC? Yes No

Personal Information **Title:** Mr / Mrs / Miss / Ms **Sex:** Male Female

Surname: _____ Given names: _____

Postal Address: _____

State: _____ Postcode: _____ Driver's Licence No: _____

Company Name: _____

Best Contact Number (Phone/Mobile): _____ Fax: _____

Email: _____ Date of Birth: ____/____/____

Nationality: (please specify): _____

How well do you speak English: Very Well: Well: Not Well: Not at All:

Dietary Requirements:

Yes No (please specify) _____

Any Other Special Requirements:(please specify) _____

Who can be contacted in an emergency?

Name _____ Relationship _____

Best Contact Number (Phone/Mobile): _____

Please identify your main objectives for participating in the course:

Please complete all sections of this form and return with completed payment to:
 Email: enquiries@beltingroup.com Fax: +61 9544 4481
 Mail: Beltin Group Pty Ltd, PO Box 772 Caringbah NSW 1495

***Cancellation Policy:**

Request for refund received two weeks prior to the commencement of the training/assessment activity will receive a full refund. Request for refund received less than 5 working days before commencement of training/assessment activity will only receive a partial refund, (50%). No refund will apply for cancellations after the commencement of the training/assessment activity/event. Participants are required to provide a valid reason for requesting a refund. In the case of non-attendance due to illness, participants may reschedule to a later course at no charge if a medical certificate is provided. If Beltin Group are required to cancel a course due to below minimum number registrations, participants will be offered a rescheduled course or a full refund.

***Using and disclosing your personal information**

Beltin Group’s Privacy and Confidential Policy acknowledges their responsibilities under the Privacy Code of Practice of the Privacy & Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Federal).

Beltin Group will only collect personal information that applicants knowingly and willingly provide. This information will be used for registration, preparing statistics, course administration, monitoring and evaluation of our programs. A person’s personal information will not be used or disclosed for any other purpose without that person’s consent, except, in exceptional cases when disclosure may be required by law. Individual’s have the right to review their information by completing a written “Consent form for Disclosure of Information”.

If you require any further information please contact us at: enquiries@beltingroup.com

I understand and accept the Cancellation and Privacy and Confidentiality policies*:

Yes No

Participant Signature: _____ Date: _____

Please indicate payment option: Cheque Pay Pal Invoice
 (enclosed) (online payment)

Invoice Address (if different from above): _____

Once the form is completed please fax to Beltin Group on (02) 9544 4481

Office use only

Registration processed: Yes No

Payment received: Yes No Date: ___/___/___

Invoice issued Yes No

*Your place is held on receipt of your booking form. To fully secure your place, fees must be paid in full. A 50% cancellation fee will be charged for bookings cancelled less than 5 days before the training, except in exceptional circumstances, and than only at the discretion of the Training Manager.

Non-attendance without notification will result in the full booking fee being forfeited.