**Booking Form 2013**

**Essential:**

To enrol please complete an e-form for each person via[**http://eform.holmesglen.edu.au**](http://eform.holmesglen.edu.au)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E-Number: |  |  | | | | | | | | | |
| Name(s) of participant(s): |  | | | | | | **(add additional participants to reverse)** | | | | |
| Course Name: |  | | | | | | | | | |
| Date(s) of course: |  | | | | | | | | | |
| Company name: |  | | | | | | | | | |
| Company address: |  | | | | | | | Postcode: | |  |
| Tel No: |  | | Fax: |  | | | | | Mobile: |  |
| Contact person: |  | | | | Email: |  | | | | |
| Special needs: |  | | | | | | | | | |

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| **Enrolment Information**  Course fees must be paid in advance by cheque, invoice or credit card.  Booking forms can be posted, faxed or emailed to **Holmesglen Flexible Training Centre** – see details below.  **Booking Confirmation**  On receipt of payment a letter of confirmation, map, and tax compliant receipt will be issued.  **Cancellation / Transfer Policy**  Refer to program information sheet. |

**Payment Options**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cheque** | payable to **Holmesglen Institute of TAFE** | | | | | | | |
| **Invoice** | after receipt by Holmesglen Flexible Training Centre of order from organisation | | | | | | | |
| **Credit Card** | Master Card | | | | | Visa | | |
|  | Name on Card |  | | | | | | |
|  | Card Number | | | | | | | |
|  | Expiry Date |  | / |  | | |  | |
|  | Amount |  | | |  | Signature | |  |
| **Booking Authorised By** |  | | | |  |  | | |
|  | (Name) | | | | | (Signature) | | |

**Holmesglen Flexible Training Centre – PO Box 42 HOLMESGLEN VIC 3148**

**T:** 9209 5300 **| F:** 9555 8099 **| E:** flexibletrainingcentre@holmesglen.edu.au

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|  | **Employee Details** | **E-Number** |
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