

|   |                           |
|---|---------------------------|
| Name of person making the registration:   | Date of registration:     |
| Position:   | Telephone:                |
| Email:  | Fax:                      |
| Confirmation to <input type="checkbox"/> Attendee <input type="checkbox"/> Other - Provide email address:             |                           |
| Company Name / Individual Details:  |                           |
| Address:  | Postcode:                 |
| Victorian Chamber of Commerce and Industry Member/Subscriber <input type="checkbox"/> YES <input type="checkbox"/> NO | Member/Subscriber Number: |

Where did you hear about the course?

|   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Direct advertising<br>(email, mail, SMS, phone call)       | <input type="checkbox"/> Other advertising<br>(online, press, radio, TV) | <input type="checkbox"/> Word of mouth/referral<br>(including management directive) | <input type="checkbox"/> Victorian Chamber Training Directory | <input type="checkbox"/> Victorian Chamber website |
| Payment made by: <input type="checkbox"/> Employer <input type="checkbox"/> Student |  |   |   |  |

### ATTENDEE DETAILS

|                    |                    |         |
|--------------------|--------------------|---------|
| 1. Attendee Name:  | Position:          |         |
| Date of Birth:     | Address:           |         |
| Telephone:         | Email:             |         |
| Course Start Date: | Course Code/Title: | Cost \$ |

### UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015 all students are required to obtain a USI and provide it to their training organisation as part of the enrolment process. For more information on the USI, refer to [www.usi.gov.au](http://www.usi.gov.au). All applicants must attach a copy of ID to this registration form to enable the Victorian Chamber to verify a USI before a Certificate can be issued. Once you have obtained your USI please provide this on the day one of your course.

### CITIZENSHIP (tick box)

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Australian Citizen  | <input type="checkbox"/> Permanent Resident Visa |   |
| <input type="checkbox"/> New Zealand Citizen | <input type="checkbox"/> Asylum Seeker           | <input type="checkbox"/> Other (please state) |

Applicants for government funding must attach evidence of citizenship to this registration form (including current passport and visa documents or Asylum seeker referral) - Certified copies only

### PRIOR QUALIFICATIONS (tick box)

|  |   |   |                                  |   |
|--|---|---|----------------------------------|---|
| <input type="checkbox"/> No prior qualifications completed | <input type="checkbox"/> Certificate II – III   | <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Diploma | <input type="checkbox"/> Advanced Diploma |
| <input type="checkbox"/> Degree or post graduate           | <i>Applicants for government funding must attach evidence of prior qualification(s) completed</i> |   |                                  |   |

### TUITION FEE CONCESSION – ONLY APPLIES TO APPLICANTS FOR GOVERNMENT FUNDING – applied for on basis of:

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Indigenous student | <input type="checkbox"/> Concession Card (Certificate IV students only) | <input type="checkbox"/> Asylum seeker (Certificate IV students only) |
|---|---|---|

Applicants for tuition fee concessions must provide supporting evidence with this application,

### DECLARATION (Must be signed by the attendee)


Before signing this declaration, please read the Terms and Conditions (Overleaf), the Course Overview, the Participant Handbook and all other related documents and information available on the relevant course outline page at [www.victorianchamber.com.au](http://www.victorianchamber.com.au)

- I hereby declare that the information provided on this registration form is true and correct
- I understand that this form stands as a written agreement for these undertakings
- I have read and understand the Victorian Chamber's Terms and Conditions, course fees, training and assessment requirements, the Complaints and Appeals Policy and Procedure, and my rights and obligations.
- I understand and agree that as an individual paying student, if the total course fee is >\$1,500, I authorise VCCI to direct debit payment from my nominated credit card and I have read and agree with the Payment Instalments Schedule applicable to my course.
- I understand that if I don't provide a valid USI Victorian Chamber will withhold the issuing of the Certificate I may be entitled to, until such USI is provided and verified.


Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_


**COMPLETE THIS FORM THEN:**




**FAX**  
03 8662 5120  
Please ensure that you fax both sides of the document.  
(To pay by credit card, please call us on 03 8662 5333.)



**CHEQUE**  
Make cheque payable to:  
Victorian Chamber of Commerce and Industry  
Mail to: Victorian Chamber of Commerce and Industry  
GPO Box 4352, Melbourne, VIC 3001



**EMAIL**  
training@victorianchamber.com.au  
Please ensure that you email both sides of the document.  
(To pay by credit card, please call us on 03 8662 5333.)



**BPAY**  
**BPay Biller Code: 28951**  
If you do not already have your unique BPay customer reference number, please contact the Victorian Chamber on 03 8662 5333 to obtain it.

**PAYMENT DETAILS**

**PAYMENT TYPE**

|                                       |  |               |
|---------------------------------------|--|---------------|
| Full qualification - Full fee:        | Victorian Chamber member   | Non-member    |
| Full qualification - Govt-subsidised: | Tuition fee \$   | Concession \$ |
| Individual workshop:                  | Victorian Chamber member (\$620 per workshop)<br>Non-member (\$745 per workshop) |               |

**DECLARATION OF PRIVACY**

The Victorian Chamber of Commerce and Industry is committed to ensuring the privacy and security of all personal information collected from our members, customers and others that make contact with us. The information collected on this form is for the purposes of either processing your registration, inquiry about or keeping you informed about training. If that information is not provided to the Victorian Chamber, we will be unable to process your registration or inquiry or keep you informed about the training. In addition to using the information to deliver the training, where you are enrolling for a qualification that is being subsidised by the Victorian and Commonwealth Governments under the Skills First Program the Victorian Chamber will use the information you provide in reporting on your participation in training to the Victorian Department of Education and Training. Your personal information is not disclosed to any overseas recipients.

**MARKETING MATERIAL**

If you do not wish to be sent any marketing material or have your personal information disclosed to third party sponsors of the Victorian Chamber, please either click or tick the below opt out box. The Victorian Chamber's Privacy Policy is located on its website.

OPT OUT

**CREDIT CARD**

|                  |       |   |      |
|------------------|-------|---|------|
| Card Type        | Visa  | Mastercard                              | AMEX |
| Card Number      | _____ |   |      |
| Card Holder Name | _____ |   |      |
| Expiry Date      | —     | Security code 3 digits on rear of card: |      |
| Signature        | _____ |   |      |

**DIRECT DEBIT**

Individual paying students with total course fees >\$1,500 only. Please contact the Victorian Chamber Customer Service Centre on 8662 533 for details and assistance with setting up your direct debit authority.

All courses are GST free.

Eligibility criteria applies. For more information, please contact the Victorian Chamber on (03) 8662 5333. Once paid, this registration form is recognised by the Australian Taxation Office (ATO) as a compliant tax invoice.

**TERMS AND CONDITIONS**

**FEE FOR SERVICE**

More than 14 calendar days prior to event start date a participant may:

- Substitute attendee
- Transfer to a different course
- Apply for a refund of monies paid (\$27.50 fee applies for cheque refunds)

14-8 calendar days prior to course start date a participant may:

- Substitute attendee
- Transfer to a different course

7 calendar days or less prior to event start date a participant may:

- Substitute attendee

**GOVERNMENT FUNDED COURSES**

More than 14 calendar days prior to course start date, a participant may:

- Apply to start the course at the next scheduled date (subject to availability)
- Apply for a refund of monies paid (\$27.50 fee applies for cheque refunds)

Less than 14 calendar days prior to course start date a participant may:

- Apply to start the course at the next scheduled date (subject to availability)

After the start of the course:

No refunds are made.

**PAYMENT REQUIREMENTS**

- Individual paying students with total course fees >\$1,500 - direct debit payments must be made as per the Payment Installments Schedule for the relevant course, with the initial payment required following approval of this registration form in order to secure course enrolment. These requirements apply to all enrolments where the total fees payable by the student are >\$1,500, inc. full qualification, RPL/Credit transfer, combination or individual unit enrolment.
- Individual paying students with total course fees <\$1,500 - payment must be received in full following the approval of this registration form to secure a place on the course (no instalments).
- Employer paid enrolments - payment must be received in full following the approval of this registration form to secure a place in the course (no instalments), irrespective of the total course fee amount.

The Victorian Chamber of Commerce and Industry reserves the right to cancel or postpone a course to an alternative date. All registered participants will be offered the opportunity to transfer to the next available course, or elect to receive a full refund for monies paid. In the event of the RTO closing down or ceasing operations, a course tuition fees refund may be available, depending on the stage of the course the student is in at the time of closure and other specific circumstances.

|                        |                                |                 |                   |                               |
|------------------------|--------------------------------|-----------------|-------------------|-------------------------------|
| <b>OFFICE USE ONLY</b> |                                |                 |                   |                               |
| Payment Approved       | Full fee paying                | Govt-Subsidised | Concession _____  | Total amount to be paid _____ |
|                        | Member                         | Non-Member      | Tuition fee _____ | Initial payment _____         |
| Staff Name: _____      | Checked and approved by: _____ |                 |                   |                               |
| Signature: _____       | Signature: _____               |                 |                   |                               |
| Date: _____            | Date: _____                    |                 |                   |                               |
| Enquiry Source: _____  |                                |                 |                   |                               |
| CONFIRMATION SENT      | JOB READY UPDATED              |                 |                   |                               |