

Accredited Courses

Registration/Tax Form



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		YES	NO
Member/Subscriber Number:			
Where did you hear about the course?			
Direct advertising (email, mail, SMS, phone call)	Other advertising (online, press, radio, TV)	Word of mouth/referral (including management directive)	Victorian Chamber Training Directory
		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. 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 Other	<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	<input type="checkbox"/> Applicants for government funding must attach evidence of prior qualification(s) completed			

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)
<input type="checkbox"/> Job Seekers with Concession Cards (Certificate IV Students only)		

Applicants for tuition fee concessions must provide supporting evidence with this application, including the standard Job Seeker Referral Form


DECLARATION (Must be signed by the attendee)

Before signing this declaration, please read the Victorian Chamber Terms and Conditions available from victorianchamber.com.au/terms-and-conditions, 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

- 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) Non-member (\$745 per workshop)	

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.

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 used and disclosed in accordance with our Privacy Policy available from victorianchamber.com.au

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.

OPT OUT

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
Provision of the Victorian Chamber's accredited training courses are governed by the Victorian Chamber's Terms and Conditions available from victorianchamber.com.au/terms-and-conditions. We have extracted a summary of the applicable payment terms for you below. We advise you read and understand the full terms and conditions on our website before completing this form.

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.

OFFICE USE ONLY

Payment Approved	Full fee paying	Govt-Subsidised	Concession	Total amount to be paid
	Member	Non-Member	Tuition fee	Initial payment

Staff Name: _____

Signature: _____

Date: _____

Enquiry Source: _____

Checked and approved by: _____

Signature: _____

Date: _____

CONFIRMATION SENT

JOB READY UPDATED