



COURSE BOOKING FORM (EXTERNAL CLIENTS)



L4-LED-FOR-025

Version: 9

Effective from: 01st November 2015

Note: This form is for course bookings for sub-contractors external to MTM only. MTM staff and MTM contract staff are to utilise Training Request Forms to request and book training. This form can be completed and submitted on-line or, print, complete, sign and return scanned form to Metroacademy@metrotrains.com.au. Metro Trains Melbourne: RTO Provider No: 40535

Select Option → Course Booking Request (Complete all sections) **OR** Request for Certificate Re-Print (Complete Course, Learner and Payment details)

Course Details

| | | | | | |
|----------------------|------------------|---------|-------|---------------------|--|
| Course Title: | | | | Course date: | |
| Location: | South Kensington | Newport | Other | Enter location here | |

Learner Details (Copy and attach additional sheets if required)

| | | | | | |
|---------------------|--|--|--|--|--|
| Company Name | | | | | |
|---------------------|--|--|--|--|--|

| First Name | Last Name | Contact Phone Number | RIW Card No. <small>www.railindustryworker.com</small> | USI No. ¹ <small>www.usi.gov.au</small> | DOB <small>DD/MMM/YYYY</small> | LLN Assistance <small>(Please specify – Language, Literacy, Numeracy, Disability)</small> |
|------------|-----------|----------------------|---|---|-----------------------------------|---|
| John | Citizen | 0410 111 222 | 000 000 000 000 | 1234A5678N | 01-Dec-1965 | Language |
| | | | | | | |
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¹ Prior to attending and commencing training you are required to register for a Unique Student Identifier number (USI) at www.usi.gov.au. More information is available in the [Rail Industry Course Guide](#)

Billing Details (Mandatory for all bookings including individual bookings)

Please fill in payee details & method of payment below:

| | | | |
|-----------------|--|-----------|----------|
| Contact Name: | | Position: | |
| Company Name: | | ABN: | Phone: |
| Postal Address: | | Email: | |
| Suburb: | | State: | Postcode |

Payment Details

| | | | |
|--------------------------------------|------------|------------------|----------------------|
| Please debit my: | MasterCard | Visa | Amount \$ |
| Card No. | - - - - - | - - - - - | - - - - - |
| Expiry Date | Month | Year | Cardholder Signature |
| Cardholders Name | | | |
| Please invoice (prior approval only) | | Purchase Order # | |

Please Note: Cash payments are not accepted as we do not hold cash on site. (Payment is to be made prior to course attendance) .Cardholder Signature is required if you are printing form to submit. No EFTPOS Facilities at training venues.

This Course Booking Form was completed by:

The Learner

A duly authorised representative of the company with whom the learner(s) is/are employed:

| | |
|-------|-----------|
| Name: | Position: |
|-------|-----------|

I accept the terms and conditions below.

Signature:

Date:

Note: Signature required if you are printing form to submit

Terms and Conditions

1.1 Payment

- If applicable, the learner warrants that they have been authorised by the Company to complete this Course Booking Form.
- Organisations can be invoiced on presentation of purchase order or letter of authority. **Invoices are to be paid in full within 30 days of invoice or prior to issuing of results whichever has been arranged.**
- If the learner or a duly authorised Company representative completing this Course Booking Form has requested Language, Literacy or numeracy assistance MTM will charge the Company and the Company agrees to pay to MTM a fee for additional LLN support that will be determined, at MTM's absolute discretion, based on participant numbers for the relevant course session;
- MTM reserves, at its absolute discretion, the right to administer a challenge test at any time during the relevant course session to the learner and the learner must sit the challenge test without assistance including, but not limited to, LLN assistance. If the learner refuses to take or fails the challenge test then:
 - the learner must remove him/herself from the course session and re-book a subsequent session nominating LLN Assistance
 - the Company agrees to forfeit and will not seek a refund of the full course fee that the Company must pay MTM upon enrolment to the course session prior to commencement.

1.2 Cancellations

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 25% of the full course fee.
- Cancellations notified less than 48 hours prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- Cancellations notified on the day of course commencement will incur the full course fee cost.
- No refunds will be issued after course has commenced.

1.3 General

- In courses where prerequisites do not apply, a substitute may be sent if the original learner is unable to attend. MTM must be notified of this prior to course commencement.
- No refunds will be issued for non-attendance.
- Fee for reassessments will be charged at \$100.00 per hour.
- Certificate re-printing charged at \$20 per certificate.
- Statements of Attainment will be issued for units successfully completed at time of withdrawal, cancellation or transfer, provided that fees have been paid in full for the units shown on the Statement of Attainment.
- Metro Trains Melbourne reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances