



Aspin  
Training

RTO No 21756 | L1-1155 Toorak Road, Camberwell VIC 3124 | T 1300 754 771 | F 03 9018 4446 | E info@aspingroup.com.au

meeting the need for flexible training

## Professional Development Short Course Booking Form

### Contact Information

Name		
Position/Role		
Organisation		
Address		
	State	Postcode
Telephone	Website	
Fax	Email	

The organisation I work for would best be described as:

- Private/Public RTO   
  Business   
  Government agency   
  Other (please specify) \_\_\_\_\_  
 Consultancy   
  NFP Organisation   
  Peak body

### The short course I wish to register is (please complete)

Short Course Title
Date
Time
Price

### Payment Options (please select one)

- Cheque   
  Mastercard   
  Deposit: Aspin Pty Ltd, Bendigo Bank  
 Purchase order # \_\_\_\_\_   
  Visa   
 BSB 633-108, Account 1209 225 47

Credit Card Number	Exp Date
Card Holder Name	Signature

Please fax completed form to **03 9018 4446**

For further information about the short courses, please call 1300 754 771 or email: [info@aspingroup.com.au](mailto:info@aspingroup.com.au)

#### Aspin Training Short Course Terms and Conditions

- Fees must be paid prior to attendance at a short course unless otherwise arranged. Payment options can be arranged upon consultation with the registrar and must be strictly adhered to.
- Participant concession options
  - Commonwealth Health Care Card
  - Pensioner Concession Card
  - Veteran's Gold Card. For more detailed fees and charges policy and procedures please go to <http://aspintraining.com.au/node/179>
- In the event that Aspin Group cancels a short course registration fees will be refunded in full, or can be carried forward to a future course. Short courses with low numbers may be postponed or cancelled.
- Refund Policy
  - If a participant withdraws by written notice, at any time up until 4 weeks of the commencement date the RTO must refund the registration fee less the minimum fee.
  - No refund will be made for non-attendance on the day where prior notification of non-attendance was not received by Aspin Group.
- Personal information provided by registrants during the registration process or otherwise in connection with an Aspin Group course will be treated in accordance with Aspin Group's privacy policy, which is accessible at <http://www.aspintraining.com.au/node/92>