

Today's Date: _____

Participant's Name: _____

Participant Mobile: _____

Agent Phone: _____

Agent Fax: _____

Agent Name: _____

Agent Address: _____

Agent Email: _____

Course Name	Course Location			Date	Time	Price
	Sydney	Parramatta	Brookvale			
Responsible Service of Alcohol						
Responsible Conduct of Gambling						
Bar Skills		N/A				
Coffee Skills		N/A	N/A			
Cocktail Skills		N/A	N/A			
Workplace Hygiene			N/A			
Food & Beverage Skills		N/A	N/A			
General Induction (White Card)						
Traffic Control (Blue Card)	N/A		N/A			
Traffic Control (Yellow Card)	N/A		N/A			
Forklift Training *	N/A		N/A			
Forklift RPL *	N/A		N/A			
Forklift Assessment only *						
First Aid *						
First Aid Re-Certification						
CPR			N/A			
Essential Work Wear	<input type="checkbox"/> Steel capped Boots \$65 <input type="checkbox"/> Non-reflective Safety Vests \$10 <input type="checkbox"/> Hard Hats \$15					
Total Authorised Amount						\$ _____

IMPORTANT Pre-requisites and strict ID requirements apply to all courses. Contact TCP for details or download the relevant Pre-Course Information sheet from our website www.tcptraining.com
*Course materials must be completed before starting selected courses. Material can be collected from any TCP office (free of charge) or posted (\$10 postage fee applies per course).

Booking Conditions (Except Forklift Course)

- If you fail to attend or cancel within 24 hours of the course booked, the course fee is non-refundable (a Doctors medical certificate is the only exception and rebooking is permitted after 2 weeks from the original course date).
- Rescheduling on the day of the course or within 24 hours entails a 50% surcharge of the course fee.
- If you are more than 10 minutes late or do not have the correct ID, you will not be admitted and a rescheduling fee of 50% of the course fee applies.
- A minimum of 24 Hours notice is required to reschedule a course. A \$10 rescheduling fee applies per course.
- A minimum of 24 Hours notice is required to cancel a course. A \$20 cancellation fee applies per course.

Forklift Booking Conditions

- No cancellation or rescheduling is permitted inside 3 days of the course
- Cancellation outside 3 days entails a \$20 fee. Rescheduling outside 3 days entails a \$10 fee
- If you fail to attend a Forklift Course for any reason, including illness, there is no refund of the course fee.
- The Forklift Course is held over consecutive days.
- Once starting the course there will be no refund or rescheduling for any reason including illness.
- On the first day participants must arrive 15 minutes prior to the advertised starting time.
- In the event you are running 10 minutes or more late on the first day and are not allowed to enter there will be no refund and a 50% rescheduling fee applies.
- If you choose not to complete a full driver training session, the option to complete the assessment is offered but no refund on any uncompleted driver training will be given.
- You do not have your correct IDs on the day of your assessment; a 50% rescheduling fee will apply.

General Refund Policy

- No postage fees will be refunded.
- If a class is cancelled by TCP at ANY time, participants have the option of rescheduling to the next available date or to receive a full refund of the course fees paid. NO further monies will be paid for ANY other expenses the participant has or may incur.
- If you withdraw from your course, you will not be refunded until TCP receives back all training material supplied, i.e. manuals and workbooks, in its original condition. If you keep your books or they are no longer in their original condition, the cost of these books will be deducted from your refund fee.
- Refunds must be applied for in writing by completing a Refund of Course Fees Application Form. If approved refund is returned by the same means in which it was paid. If the course payment was made by a third party, the third party will be refunded.
- NO refund or exchange will be made for any goods bought from TCP unless goods are proved to be faulty.

I have read and understand the above booking conditions and the pre-course information as required and acknowledge the agency accepts responsibility for payment of invoice.

Name of Authorised Staff Member: _____ Signature: _____