

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						
Food Safety Supervisor						
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 Assessment only *	N/A		N/A			
First Aid *						
First Aid Re-Certification						
CPR						
Essential Work Wear	<input type="checkbox"/> Steel capped Boots \$65 <input type="checkbox"/> Non-reflective Safety Vests \$10 <input type="checkbox"/> Reflective Safety Vests \$20 <input type="checkbox"/> Hard Hats \$15					
Postage (Please specify address below)	<input type="checkbox"/> First Aid Pre-Course Learning Materials \$10 <input type="checkbox"/> Forklift Pre-Course Learning Materials \$15					
Client Postage Address						

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](http://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 for an additional fee.

<p><b>Booking Conditions</b></p> <ul style="list-style-type: none"> <li>• If you fail to attend, the course fee is non refundable.</li> <li>• If you are sick on the day of the course and can support this with a medical certificate you will be rescheduled within 2 weeks at no extra charge.</li> <li>• If you need to reschedule your course date a minimum 48 hrs notice is required and a \$10 rescheduling fee applies. Less than 48 hrs notice to reschedule, will incur a rescheduling fee of 50% of the full course fee.</li> <li>• If you are more than 10 minutes late or don't have the correct identification you will not be admitted into the course and a rescheduling fee of 50% of the full course fee will apply.</li> <li>• If you need to cancel the course a minimum of 48 hrs notice is required. A \$20 cancellation fee per course will apply.</li> <li>• Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.</li> <li>• All courses must be completed within 3 months of the original booking date.</li> </ul> <p><b>Forklift Booking Conditions</b></p> <ul style="list-style-type: none"> <li>• No cancellation or rescheduling is permitted within the 7 day period prior to the course commencing.</li> <li>• Rescheduling more than 7 days prior to the course commencing incurs a \$20 fee.</li> <li>• Cancelling more than 7 days prior to the course commencing incurs a \$50 fee.</li> <li>• If you fail to attend a Forklift course for any reason, including illness there is no refund of the course fee.</li> <li>• The Forklift course is held over 3 consecutive days, once the course has commenced there will be no refund or rescheduling for any reason.</li> <li>• Participants must arrive 15 minutes prior to the advertised starting time of the course.</li> <li>• If you are more than 10 minutes late or don't have the correct identification you will not be admitted into the course and a rescheduling fee of 50% of the full course fee will apply.</li> <li>• If you elect not to complete a full driver training session, the option to attempt the assessment will be offered but no refund on any uncompleted driver training will be given.</li> <li>• Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.</li> <li>• All courses must be completed within 3 months of the original booking date.</li> </ul> <p><b>General Refund Policy</b></p> <ul style="list-style-type: none"> <li>• No postage fees will be refunded.</li> <li>• If a class is cancelled by TCP at any time, participants have the option of rescheduling to the next available date or receive a full refund of the course fee paid. No further monies will be paid for any other expenses the participant has or may incur.</li> <li>• If you cancel your course the cost of the course material provided to you by TCP will be deducted from your refund.</li> <li>• Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.</li> <li>• If your refund is approved, monies will be returned to you only by the means in which it was paid.</li> <li>• If the course fee was paid by a third party, the third party will be refunded the course fee.</li> <li>• No refund or exchange will be given for any goods purchased from TCP unless they are proven to be faulty.</li> </ul> <p>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.</p> <p>Name of Authorised Staff Member: _____ Signature: _____</p>
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