

CREDIT APPLICATION FORM

Training Course Professionals, 7th Floor, Dymocks Building,
428 George Street, Sydney NSW 2000 ABN: 17 104693 594
Ph: 02 9232 1010 Email: bookings@tcptraining.com www.tcptraining.com

COMPANY INFORMATION:

Registered Company Name	<input type="text"/>	Street Address	<input type="text"/>
ABN:	<input type="text"/>		
Accounts Payable Contact Name:	<input type="text"/>		
Phone:	<input type="text"/>	Length of time at current address:	<input type="text"/>
Fax:	<input type="text"/>	Mailing Address:	<input type="text"/>
Email:	<input type="text"/>		
Date Business Commenced:	<input type="text"/>		
Type of Business	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		

DIRECTOR/S INFORMATION

Director's name 1:	<input type="text"/>	Phone:	<input type="text"/>
Director's Address	<input type="text"/>	Email	<input type="text"/>
Director's name 2:	<input type="text"/>	Phone:	<input type="text"/>
Director's Address	<input type="text"/>	Email	<input type="text"/>

BUSINESS / TRADE REFERENCES

Company Name 1:	<input type="text"/>	Phone:	<input type="text"/>
Company Address:	<input type="text"/>	Fax:	<input type="text"/>
Type of Account:	<input type="text"/>	Email:	<input type="text"/>
Company Name 2:	<input type="text"/>	Phone:	<input type="text"/>
Company Address:	<input type="text"/>	Fax:	<input type="text"/>
Type of Account:	<input type="text"/>	Email:	<input type="text"/>
Company Name 3:	<input type="text"/>	Phone:	<input type="text"/>
Company Address:	<input type="text"/>	Fax:	<input type="text"/>
Type of Account:	<input type="text"/>	Email:	<input type="text"/>

AGREEMENT:

1. All invoices are to be paid within 14 days from the invoice date.
2. Any issues relating to invoices must be addressed within 3 working days from date of invoice.
3. By submitting this application, you authorise Training Course Professionals Pty Ltd to make enquiries about the business and trade references that you have supplied.
4. By submitting this application you agree to abide by the following booking conditions in relation to TCP courses:

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 7 days of the course
- Cancellation outside 7 days entails a \$20 fee.
Rescheduling outside 7 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 First Aid course, you will not be refunded until TCP receives back both the Manual and Workbook 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.
- NO refund or exchange will be made for any goods bought from TCP unless goods are proved to be faulty.

Name of Authorised
Staff Member

Title:

Date:

Signature:

PLEASE FAX BOTH PAGES OF YOUR COMPLETED APPLICATION FORM TO:

**GAYELENE TOWNSEND, FINANCIAL CONTROLLER
TRAINING COURSE PROFESSIONALS
FAX: 02 9223 7261**

Please allow up to 3 working days for Credit Applications to be approved