

Today's Date:
Participants Details MUST BE COMPLETED
Name:
Mobile:
Email:
JSID:

Agents Name:
Address:
Email:
Phone:

Course Name	Course Location						Date	Time	Price
	Sydney	Parramatta	Dee Why	Liverpool	Sutherland	Penrith			
Responsible Service of Alcohol						N/A			
Responsible Conduct of Gambling						N/A			
Bar Skills		N/A	N/A	N/A	N/A	N/A			
Coffee Skills		N/A	N/A	N/A	N/A	N/A			
Cocktail Skills		N/A	N/A	N/A	N/A	N/A			
Food Hygiene		N/A	N/A	N/A	N/A	N/A			
Food Safety Supervisor			N/A	N/A	N/A	N/A			
Food & Beverage Skills		N/A	N/A	N/A	N/A	N/A			
General Induction (White Card)				N/A	N/A	N/A			
Traffic Controller (previously blue Card)			N/A	N/A	N/A	N/A			
Implement Traffic Control Plan (previously yellow Card)			N/A	N/A	N/A	N/A			
Forklift Training *	N/A	N/A	N/A	N/A	N/A				
Forklift Assessment only *	N/A	N/A	N/A	N/A	N/A				
First Aid *				N/A	N/A	N/A			
CPR				N/A	N/A	N/A			
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 \$10						
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 *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.

Booking Conditions

- If you fail to attend, the course fee is non refundable.
- 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.
- 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.
- 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.
- If you need to cancel the course a minimum of 48 hrs notice is required. A \$20 cancellation fee per course will apply.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- All courses must be completed within 3 months of the original booking date.

Forklift Booking Conditions

- If you fail to attend, the course fee is non refundable.
- Participants who arrive without a completed workbook will not be permitted entry to the course and will incur a rescheduling fee of 50% of the full course fee.
- If you need to reschedule your course date a minimum of 5 business days notice is required and a \$20 rescheduling fee applies.
- Less than 5 business days notice will incur a rescheduling fee of 50% of the full course fee.
- Participants must arrive 15 minutes prior to the advertised starting time of the course.
- 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.
- If you need to cancel the course a minimum of 5 business days notice is required and a \$20 cancellation fee will apply.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- All courses must be completed within 3 months of the original booking date.

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 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.
- If you cancel your course the cost of the course material provided to you by TCP will be deducted from your refund.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- If your refund is approved, monies will be returned to you only by the means in which it was paid.
- If the course fee was paid by a third party, the third party will be refunded the course fee.
- No refund or exchange will be given for any goods purchased from TCP unless they are proven 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: _____