

Please complete ALL sections of this form.

|                         |                  |                                |  |
|-------------------------|------------------|--------------------------------|--|
| <b>Course:</b>          |                  | <b>Location:</b>               |  |
| <b>Date(s):</b>         |                  | <b>Price:</b>                  |  |
| <b>Company Name:</b>    |                  | <b>Contact Person:</b>         |  |
| <b>Company Address:</b> |                  |                                |  |
| <b>State:</b>           | <b>Postcode:</b> | <b>No of Employees:</b>        |  |
| <b>Company Phone:</b>   |                  | <b>Number of Participants:</b> |  |
| <b>Company Email:</b>   |                  | <b>ABN:</b>                    |  |

### PARTICIPANT DETAILS

Please record enrolling participant details in the table below *(use an additional form for extra names)*:  
**IMPORTANT: You must disclose if any of the listed people have difficulty with Reading, Writing or Calculations (language, literacy, numeracy – LLN)**

| Title: | Full Name: | Mobile Ph: | Date of Birth: | USI: | LLN support:             |
|--------|------------|------------|----------------|------|--------------------------|
|        |            |            |                |      | <input type="checkbox"/> |
|        |            |            |                |      | <input type="checkbox"/> |
|        |            |            |                |      | <input type="checkbox"/> |
|        |            |            |                |      | <input type="checkbox"/> |
|        |            |            |                |      | <input type="checkbox"/> |

### PAYMENT

- BPAY   
  Cheque   
  Purchase Order   
  Direct Deposit – BSB: 332 051 Account No: 553 986 295  
 Reference: your invoice number.
- Credit Card - Please contact your local DATS office to make payment before your course commences.

*A separate Student Enrolment Form, including an LLN indicator, will be forwarded to you for each course participant to complete. Please return these to us as soon as possible before the course.*

*DATS may be able to assist participants who are not confident in any of the LLN areas.*

**Please note that this booking is not confirmed until proof of payment or PO has been received**

### CANCELLATIONS & COURSE CHANGES

Dickens Assessment and Training Services (DATS) reserves the right to cancel or change the date and/or time of a scheduled course at any time. In the event of a course being cancelled by DATS, fees are guaranteed, and Students will be offered a place in the next available course.

**Refunds for courses are only available if the student notifies DATS of their withdrawal at least seven (7) days prior to the commencement of the course.** Refunds are made to the student, organisation or third party who originally paid the course fee. An administration fee of \$25 will apply for all refunds. If DATS fails to deliver the course or otherwise fails to provide the services agreed to, a full refund will be paid to the student within 14 days of the default by DATS.

A refund of all or part of the Dickens Assessment and Training Services fee may be given in the following exceptional circumstances:

- The Student/Employer overpaid the course fee.
- The Student enrolled in a course that has been cancelled by Dickens Assessment and Training Services
- The Student has endured extended hospitalisation or illness supported by a medical certificate.
- Pregnancy/child birth of the Student or their spouse (other than in cases of medical complication covered by the above).
- The Training Manager believes the Student would be unreasonably disadvantaged if they were not granted a refund, for example, if the Student met with a **serious** misadventure and were unable to continue their enrolment.
- Dickens Assessment and Training Services is to cease trading or fails to deliver the agreed services.

Circumstances not usually regarded as grounds for a refund include job change, change in work hours, moving interstate, redundancy/retrenchment, inconvenience of travel to campus.

A refund will not be paid:

- If materials, equipment or resources received remain the property of the student.
- If the Student does not attend or does not give adequate prior notification that they cannot attend a course.
- If the Student has insufficient ID (if applicable to the course being undertaken, e.g. High Risk Work Licence).
- If the Student has actively participated in a course. Active participation is submitting assessments, attending theory or practical sessions, attending exams or tests.

#### **Job Seeker/Employee Non-attendance**

In the event that a Job Seeker or Employee who has enrolled into a DATS course under the guidance of a Job Service Provider (JSA) or Employer/Company fails to attend their scheduled class, full course fees will apply as per the RTO's *Fees, Charges & Refunds Policy*. In the event that the JSA Case Worker or Employer fails to inform DATS of their client's/employee's inability to attend their scheduled class within the 7-day notice period, full course fees will apply as per the RTO's *Fees, Charges & Refunds Policy*.

DATS will endeavour to inform the assigned JSA Case Worker or Employer of their client's/employee's non-attendance and arrange for their client to enrol in the next available course. (Additional fees may apply).

Please refer to our Student Handbook available at [www.datservices.com.au](http://www.datservices.com.au) for full terms and conditions.

#### **DECLARATION**

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- The company's representative and/or the Participant(s) have read and understood the Cancellation and Course Changes listed above.
- The company's representative and/or the Participant(s) have informed DATS of any physical impairment that may impact on a participant's training.
- The company's representative and/or the Participant(s) have read and understood the Student Handbook (including the Complaints & Appeals Policy) and the course flyer for the course in which they are enrolling.
- The company's representative ensures the participant(s) meet the pre-requisites for the course in which they are enrolling (if applicable).
- The company's representative and/or the Participant(s) understand that SafeWork NSW or WHSQ may request that a High-Risk Work Licence holder be re-assessed anytime and that SafeWork NSW/WHQ may suspend, cancel, refuse to issue, or renew a High-Risk Licence if the licence holder refuses or fails to comply, without reasonable excuse, with the requirements set out in a written notice.

**Signature:**

**Date:**