

OFFICIAL USE ONLY			
Course Code:	Session No:	Training Date	

INSTRUCTIONS

- This form is to be completed by contractors only and can be used for Group or Individual bookings. Please complete the form in **BLOCK** letters.
- Page 3 of this form can be used as an invoice and receipt for tax purposes.
- Each learner listed below will be sent the enrolment form via a link to complete to secure a spot in the requested course.

COURSE ENROLMENT

Course Details – Applicant to Complete

Course Title:

Enrolling for: Course Assessment Recertification

Pre-Requisites completed: Yes No

Expiry Date:

Booking Details – Applicant to Complete

Learner 1			
Last Name			
Given Name			
Gender	Male	Female	Other
RIW Card Number			
Preferred Date			
Address			
	STATE: NSW		POSTCODE:
Mobile Number		Email Address	
Learner 2			
Last Name			
Given Name			
Gender	Male	Female	Other
RIW Card Number			
Preferred Date			
Address			
	STATE: NSW		POSTCODE:
Mobile Number		Email Address	
Learner 3			
Last Name			

Given Name			
Gender	Male	Female	Other
RIW Card Number			
Preferred Date			
Address	STATE: NSW		POSTCODE:
Mobile Number		Email Address	
Learner 4			
Last Name			
Given Name			
Gender	Male	Female	Other
RIW Card Number			
Preferred Date			
Address	STATE: NSW		POSTCODE:
Mobile Number		Email Address	
Learner 5			
Last Name			
Given Name			
Gender	Male	Female	Other
RIW Card Number			
Preferred Date			
Address	STATE: NSW		POSTCODE:
Mobile Number		Email Address	

Approval – Manager to Complete (if applicable)			
Company Name			
Manager's Name			
Address	STATE: NSW		POSTCODE:
Mobile Number		Email Address	

MANAGER'S DECLARATION: The above name person(s) meets all course entry requirements.

Manager's Signature:

Date:

TAX INVOICE

ABN 18 804 239 602

Training is delivered at a cost of \$ _____ per person per day, inclusive of GST.

Total Price:		Receipt No:	
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Payment Method

Cheque/Money Order Enclosed *(made payable to Transport for NSW)*

Please invoice *(approved companies only)*

Purchase Order / Refer

Credit Card *(Please complete details bel*

Card Type: **MasterCard** **Visa**

Card Number:

Expiry Date /

Authorised Amount *(GST Inclusive)*

Cardholder Name: _____

Cardholder Signature: _____

Date:

CANCELLATION INFORMATION

- TfNSW L&D reserves the right not to admit late attendees due to disruption or the trainee failing to provide any information necessary for the qualification sought.
- A cancellation fee of 100% of the cost of the service will apply if less than seven (7) days written notification given.
- Substitution trainees are permitted if notified seven (7) days prior to the date of the course.
- See the Learner Information Handbook for additional information concerning refunds.

Submit the completed and signed copy to learning@transport.nsw.gov.au

Contact 133 148 for any course enquiries.

