

MEDICAL RECEPTION COURSE ENROLMENT FORM 2010

- PLEASE SELECT THE LOCATION, DATE AND COURSE TYPE YOU WOULD LIKE TO ENROL IN BY TICKING THE APPROPRIATE BOX
- PLEASE NOTE THAT ALL ENROLMENTS MUST BE ACCOMPANIED BY PAYMENT OR WILL NOT BE PROCESSED
- PLEASE REFER TO REVERSE SIDE, WEBSITE OR CALL OUR OFFICES IF YOU HAVE ANY QUESTIONS REGARDING ENROLMENT TERMS AND CONDITIONS

Booragoon – 9am – 5pm (5 weeks, one day per week either a Wednesday or Saturday)

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Wednesday	23 rd June	21 st July	
Medical Reception	Saturday	26 th June	24 th July	
Medical Reception	Wednesday	11 th August	8 th September	
Medical Reception	Saturday	14 th August	11 th September	
Medical Reception	Wednesday	29 th September	27 th October	
Medical Reception	Saturday	2 nd October	30 th October	
Medical Reception	Wednesday	10 th November	8 th December	
Medical Reception	Saturday	13 th November	11 th December	

Mandurah - 9am – 5pm (5 weeks, one day per week on Friday's)

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Friday	25 th June	23 rd July	
Medical Reception	Friday	13 th August	10 th September	
Medical Reception	Friday	1 st October	29 th October	
Medical Reception	Friday	12 th November	10 th December	

Wanneroo - 9am – 5pm (5 weeks, one day per week on Saturday's)

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Saturday	26 th June	24 th July	
Medical Reception	Saturday	14 th August	11 th September	
Medical Reception	Saturday	2 nd October	30 th October	
Medical Reception	Saturday	13 th November	11 th December	

Mum's Hours @ Booragoon – 9.30am – 2.30pm (5 weeks, two days per week on Tuesday and Thursday, in school term)

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Tuesday & Thursday	TERM 3 27 th July	TERM 3 24 th August	
Medical Reception	Tuesday & Thursday	TERM 4 19 th October	TERM 4 16 th November	

STUDENT NAME: _____

ADDRESS: _____

PHONE: _____ **MOBILE:** _____

DATE OF BIRTH: _____

BY SIGNING THIS ENROLMENT FORM, IT SHOWS THAT YOU HAVE READ, UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS BELOW.

DATE: _____ **SIGN:** _____

PAYMENT DETAILS: CHEQUE (ENC) MONEY ORDER (ENC) CREDIT CARD

CREDIT CARD NUMBER: _____ **EXP:** ____/____

NAME AS IT APPEARS ON CREDIT CARD _____

AMOUNT PAYING _____ (please note 1% surcharge applicable to credit card payments)

Note – We do not accept Diners, American Express or Amex cards

Please Note – Our office does not have EFTPOS facilities.

ALL CHEQUES/MONEY ORDERS ARE TO BE MADE PAYABLE TO MEDITRAIN AND SENT TO THE PO BOX LISTED ABOVE. COST OF THE COURSE IS \$650.00 (FULL PAYMENT MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO COMMENCEMENT OF ANY COURSE)

TERMS AND CONDITIONS:

FOR INFORMATION REGARDING RPL, RCC, MUTUAL RECOGNITION, CODE OF CONDUCT, STUDENT SELECTION AND ENROLMENT PROCESS, CANCELLATIONS, PENALTIES, WITHDRAWALS, ASSESSMENT REQUIREMENTS, SPECIAL NEEDS AND COMPLAINTS OR GRIEVANCES, PLEASE VIEW OUR WEBSITE AT WWW.MEDITRAIN.COM.AU OR EMAIL ADMIN@MEDITRAIN.COM.AU FOR FULL DETAILS. (N.B – STUDENTS ARE GIVEN A HANDBOOK WITH THE DETAILS UPON COMMENCEMENT)

A \$200 NON-REFUNDABLE DEPOSIT IS REQUIRED WITH ENROLLMENT FORM. THE BALANCE OF ALL FEES IS DUE 3 DAYS PRIOR TO COMMENCEMENT OF COURSE. PLACEMENTS ARE NOT GAURENTEED UNTIL FULL COURSE PAYMENT IS RECEIVED.

CANCELLATIONS RECEIVED LESS THAN 3 DAYS PRIOR TO COURSE COMMENCEMENT WILL INCUR THE FULL FEES CHARGED.

CANCELLATIONS AFTER COURSE COMMENCEMENT ARE NOT ELIGIBLE FOR A REFUND, PARTIAL OR OTHER.

IN THE EVENT OF A COURSE CANCELLATION BY MEDITRAIN, ALL STUDENTS WILL HAVE THE OPTION OF RECEIVING A FULL REFUND OR HAVE THE OPTION TO TRANSFER TO ANOTHER COURSE DATE, LOCATION OR TYPE OF COURSE.

SUBSTITUTIONS ARE NOT PERMITTED UNLESS OTHERWISE DISCUSSED WITH MEDITRAIN MANAGEMENT.

DEFERRAL FROM ONE COURSE TO ANOTHER, DEFERAL FROM IN CLASS TRAINING TO CORRESPONDENCE, REASSESSMENT UPON APPEAL, CATCH UP SESSION FOR MISSED LESSONS AND LATE HOMEWORK WILL INCUR AN ADMINISTRATION FEE. PLEASE REFER TO YOUR STUDENT BOOKLET FOR MORE DETAILED INFORMATION. (ADMINISTRATION FEES ARE AT THE DISCRETION OF MEDITRAIN MANAGEMENT, PLEASE FEEL FREE TO DISCUSS WITH THE DIRECTOR)