

**MEDICAL RECEPTION COURSE ENROLMENT FORM 2011**

- 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	10 <sup>th</sup> August	7 <sup>th</sup> September	
Medical Reception	Wednesday	28 <sup>th</sup> September	26 <sup>th</sup> October	
Medical Reception	Wednesday	16 <sup>th</sup> November	14 <sup>th</sup> December	

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

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Friday	12 <sup>th</sup> August	9 <sup>th</sup> September	CANCELLED
Medical Reception	Friday	30 <sup>th</sup> September	28 <sup>th</sup> October	CANCELLED
Medical Reception	Friday	18 <sup>th</sup> November	16 <sup>th</sup> December	

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

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Saturday	13 <sup>th</sup> August	10 <sup>th</sup> September	
Medical Reception	Saturday	1 <sup>st</sup> October	29 <sup>th</sup> October	
Medical Reception	Saturday	19 <sup>th</sup> November	17 <sup>th</sup> December	

**Midland – 9am – 5pm (5 weeks, one day per week on Tuesday's)**

Course	Weekday	Start Date	End Date	TICK
Medical Reception	Tuesday	9 <sup>th</sup> August	6 <sup>th</sup> September	CANCELLED
Medical Reception	Tuesday	27 <sup>th</sup> September	25 <sup>th</sup> October	
Medical Reception	Tuesday	15 <sup>th</sup> November	13 <sup>th</sup> December	

**Audio Transcription Typing and Keyboarding Skills – Extra Module**

Audio Transcription Typing and Keyboarding Skills is an extra module that is delivered on the final day of training. It is run on the second half of the final day of training taking your final day finish time to 5pm.

For a cost of only \$150 you will receive training in an Audio Transcription typing program used extensively in the medical industry as well as essential keyboard skills.

Please enrol me in Audio Transcription Typing and Keyboarding Skills  (TICK)  
 (\$150 module fee is due no later than one week prior to module commencement)

**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](http://WWW.MEDITRAIN.COM.AU) OR EMAIL [ADMIN@MEDITRAIN.COM.AU](mailto:ADMIN@MEDITRAIN.COM.AU) FOR FULL DETAILS. (N.B – STUDENTS ARE GIVEN A HANDBOOK WITH THE DETAILS UPON COMMENCEMENT)

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO BE AWARE OF THE FUNDING OPTIONS AND CONCESSION RATES AVAILABLE TO THEM PRIOR TO ENROLMENT. VARIOUS FUNDING OPTIONS ARE NOT AVAILABLE TO STUDENTS ONCE ENROLLED. INFORMATION RELATING TO FUNDING CAN BE OBTAINED AT OUR WEBSITE [WWW.MEDITRAIN.COM.AU](http://WWW.MEDITRAIN.COM.AU) OR BY CONTACTING US ON 1300 883 945 OR [ADMIN@MEDITRAIN.COM.AU](mailto:ADMIN@MEDITRAIN.COM.AU).

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, DEFERL 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)