

**MEDICAL RECEPTION COURSE ENROLMENT FORM GIRRAWHEEN 2020
TERM 4**

*MEDITRAINS MEDICAL RECEPTION COURSE IS A PARTIAL COMPLETION OF BSB31115 - CERTIFICATE
III BUSINESS ADMINISTRATION (MEDICAL)*

THE MEDICAL RECEPTION COURSE COMPRISES 5 UNITS:

BSBMED301 – Interpret and apply medical terminology appropriately

BDBMED302 – Prepare and process medical accounts

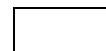
BSBMED303 – Maintain patient record

BSBMED304 – Assist in controlling stocks and supplies

BSBMED305 – Apply the principles of confidentiality, privacy and security within the medical environment

Girrawheen – 4 Week Course – One day per week over 4 weeks – 9:30am – 4:30pm

Course	Weekday	Days and Dates	TICK
Medical Reception Course 5 – 2020	Thursday	Thursday 15 th Oct 9.30am – 4.30pm Thursday 22 nd Oct 9.30am – 4.30pm Thursday 29 th Oct 9.30am – 4.30pm Thursday 5 th Nov 9.30am – 4.30pm	
Medical Reception Course 6 – 2020	Thursday	Wednesday 25 th Nov 9.30am – 4.30pm Wednesday 2 nd Dec 9.30am – 4.30pm Wednesday 9 th Dec 9.30am – 4.30pm Wednesday 16 th Dec 9.30am – 4.30pm	



STUDENT NAME: _____

ADDRESS: _____

PHONE: _____ MOBILE: _____

DATE OF BIRTH: _____ EMAIL: _____

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 _____

CVN: _____

AMOUNT PAYING _____ Minimum \$200 non-refundable deposit required with all registration forms.

(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 \$695.00 (FULL PAYMENT MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO COMMENCEMENT OF ANY COURSE)

TERMS AND CONDITIONS:

FOR INFORMATION REGARDING RECOGNITION, CODE OF CONDUCT, STUDENT SELECTION AND ENROLMENT PROCESS, CANCELLATIONS, PENALTIES, WITHDRAWALS, ASSESSMENT REQUIREMENTS, SPECIAL NEEDS AND COMPLAINTS 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)

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO BE AWARE OF THE FUNDING OPTIONS 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 OR BY CONTACTING US ON 1300 883 945 OR ADMIN@MEDITRAIN.COM.AU.

A \$200 NON-REFUNDABLE DEPOSIT IS REQUIRED WITH ENROLLMENT FORM. THE BALANCE OF ALL FEES IS DUE 7 DAYS PRIOR TO COMMENCEMENT OF COURSE. PLACEMENTS ARE NOT GUARANTEED UNTIL FULL COURSE PAYMENT IS RECEIVED.

CANCELLATIONS RECEIVED LESS THAN 7 DAYS PRIOR TO COURSE COMMENCEMENT WILL INCUR THE FULL FEES CHARGED.

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

ALL MEDITRAIN COURSES ARE RUN ON A DEMAND BASIS. IN THE EVENT A LOCATION DOES NOT HAVE ENOUGH NUMBERS TO PROCEED AS SCHEDULED, YOU WILL BE TRANSFERRED TO THE NEXT AVAILABLE LOCATION AND DATE.

SUBSTITUTIONS ARE NOT PERMITTED UNLESS OTHERWISE DISCUSSED WITH MEDITRAIN MANAGEMENT.

DEFERRAL FROM ONE COURSE TO ANOTHER, DEFERRAL FROM IN CLASS TRAINING TO CORRESPONDENCE, REASSESSMENT UPON APPEAL, CATCH UP SESSION FOR MISSED LESSONS AND LATE HOMEWORK WILL INCUR AN ADMINISTRATION FEE PAYABLE BY THE STUDENT. PLEASE REFER TO YOUR PROGRAM OF WORK FOR MORE DETAILED INFORMATION.