

**MEDICAL RECEPTION COURSE ENROLMENT FORM GIRRAWHEEN 2021  
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

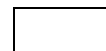
BSBMED303 – Maintain patient record

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 7 – 2021	Thursday	Thursday 14 <sup>th</sup> October 9.30am – 4.30pm Thursday 21 <sup>st</sup> October 9.30am – 4.30pm Thursday 28 <sup>th</sup> October 9.30am – 4.30pm Thursday 4 <sup>th</sup> November 9.30am – 4.30pm	
Medical Reception Course 8 – 2021	Thursday	Thursday 25 <sup>th</sup> November 9.30am – 4.30pm Thursday 2 <sup>nd</sup> December 9.30am – 4.30pm Thursday 9 <sup>th</sup> December 9.30am – 4.30pm Thursday 16 <sup>th</sup> December 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](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 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 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.