

MEDICAL RECEPTION COURSE ENROLMENT FORM 2021 TERM 1
Willetton – 1 Week Full Time Intensive Course – 9:30am – 3:00pm each day

Course	Weekday	Days and Dates	TICK
Medical Reception Course 1	1 Week INTENSIVE	Mon 1 st Feb 9.30am – 3.00pm Tues 2 nd Feb 9.30am – 3.00pm Wed 3 rd Feb 9.30am – 3.00pm Thur 4 th Feb 9.30am – 3.00pm Fri 5 th Feb 9.30am - 3.00pm	
Medical Reception Course 2	1 Week INTENSIVE	Mon 22 nd Feb 9.30am – 3.00pm Tues 23 rd Feb 9.30am – 3.00pm Wed 24 th Feb 9.30am – 3.00pm Thur 25 th Feb 9.30am – 3.00pm Fri 26 th Feb 9.30am - 3.00pm	
Medical Reception Course 3	1 Week INTENSIVE	Mon 15 th March 9.30am – 3.00pm Tues 16 th March 9.30am – 3.00pm Wed 17 th March 9.30am – 3.00pm Thur 18 th March 9.30am – 3.00pm Fri 19 th March 9.30am - 3.00pm	

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.**

(1% surcharge applicable to credit card payments)

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 THAT MAY BE 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 GAURENTEED 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 MEDI TRAIN 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.