

**COURSE IN ISSUING DEVELOPMENT PERMITS  
FOR BUILDING WORK - ENROLMENT FORM**



FORM: 036A

**GENERAL REGISTRATION INFORMATION:**

1. Registration is open to all Building Certifiers.
2. The cost of the **Course in Issuing Development Permits is \$990.00 (incl GST).**
3. Payment must accompany this Course Enrolment Form to secure a place in a course.
4. **Payment can be made by cheque or bank transfer or credit card**

**Name:**

*(Please write your name as you wish it to appear on your Certificate of Competency)*

**Address:**

**State:**

**Post Code:**

**Work Telephone:**

**Fax:**

**Home Telephone:**

**Mobile:**

**Email:**

**Emergency Contact Person:**

**Telephone:**

**Approval is granted to provide details to AIBS:**      Yes       No

**Please sign to indicate your permission to pass on completion details to AIBS:** \_\_\_\_\_

**Course CATERING**

Morning/afternoon tea and lunch will be provided for course participants. Course participants will need to make their own arrangements for accommodation, travel and any other related expenses

**Training ROOM**

If you have any special needs in relation to room access or seating arrangements please contact the AssentTECS office on (07) 3871 2539 to ensure that special requirements can be met.

**RPL**

For candidates who feel they already have the competencies contained in this course, RPL is available. Please contact the AssentTECS office to discuss your individual needs and an application kit will be forwarded to you. Each case will be assessed separately.

Candidates must be able to demonstrate competencies in all four units to achieve RPL for the 'Course in Issuing Development Permits for Building Work'. The cost of RPL is \$330.00 (including GST)

**COURSE LOCATION**

Please refer to the course details on the reverse side of this form. Details of the location and date of each course has been provided.

**RETURN YOUR COMPLETED ENROLMENT FORM & PAYMENT to:  
AssentTECS, PO BOX 882, TOOWONG, QLD 4066**

**GST**

Please note where payment is made by an employer, or through a business account GST applies: Fee \$990.00 (inc. GST)  
As recognised training is GST exempt, where payment is made by personal cheque / credit card GST does not apply: Fee \$900.00

**Payment can be made by cheque or bank transfer or credit card**

**Signed:**

**Date:**      /      /

**Amount of Fees Paid:**

**By: Cheque**       **Money Order**

Office Use Only: Date received:      /      /

Information Pack Sent:      /      /

## COURSE ENROLMENT FORM

### CANCELLATION & REFUND POLICY

A full refund of enrolment fees will be made if a course is cancelled by AssentTECS for any reason. An application for refund of course fees under any other circumstance must be made in writing to AssentTECS. An eighty five percent (85%) refund is available up to ten working days prior to the commencement of the course. Cancellation of enrolment under these circumstances will incur a fifteen percent (15%) administration fee. No refund is available where cancellation is made less than ten (10) working days prior to the commencement of a course, or to participants who leave before finishing the course. Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to AssentTECS. However, should participants wish to finalise incomplete units of competency in a future course, the original fee can be used as a credit towards that course within six months of initial payment. In all other cases, refunds are at the discretion of the Principal Consultant of AssentTECS and may be negotiated on an individual case-by-case basis.

### COURSE DELIVERY SCHEDULE

<u>LOCATION</u>	<u>DATE</u>	<u>SELECTION – please tick</u>
<b>Brisbane International Virginia</b>	Thursday 15 & Friday 16 March, 2012 <b>Course in Issuing Development Permits</b> \$990.00 (incl. GST)	

### PAYMENT OPTIONS

**Payment must accompany your completed enrolment form.**

- Payment of **\$990.00** can be made by **cheque** and posted to:  
AssentTECS  
PO BOX 882  
TOOWONG, QLD 4066
- Payment of **\$990.00** can be made by **EFT**.
- If paying by **EFT** please provide a copy of your e-receipt with your enrolment form and use your surname as a reference.

#### **Bank Details:**

Bank: ANZ. 689 Sherwood Rd, Sherwood, QLD, 4075  
 Account Name: Mackee & Associates P/L, Trading as AssentTECS, No 2 Account  
 BSB: 014 211  
 Account Number: 9033 17658

#### **Mastercard/Visa**

Card Holder Name: ..... Amount to be charge: \$.....

Card No: ...../...../...../..... Expiry Date: ...../.....

CVV No: .....(last 3 digits on back of card) Signature: .....

### ENQUIRIES

If you have any questions about the course or the enrolment process please contact:

Leslie Mackee  
 Principal Consultant, AssentTECS  
 Office: (07) 3871 2539  
 Fax: (07) 3871 2560  
 Email: [atecs@bigpond.net.au](mailto:atecs@bigpond.net.au)