



Total Height Safety Pty Ltd

Confirmation of Training / Assessment

CN	<input type="text"/>
TRN	<input type="text"/>

Section 1: How to book your training with Total Height Safety

Processed by

Step 1 Complete all blank sections of the form, check and correct any errors in the entered data

Step 2 Return the completed and signed form to our office by post, fax, email or in person

Step 3 Forward the relevant training and/or assessment information to the participants

Please note that the training and/or assessment is not confirmed until we receive this form completed, signed and have verified your method of payment.

Section 2: Confirmation of payee and contact details

Debtor code

Payee name Date

Postal address

Suburb State Post Code

Telephone Fax

Contact person Telephone

Email

Section 3: Confirmation of course details

Quote number

Course title Product code

Course date/s Duration

Training venue

Start time Approximate finish time Number of participants attending the course

Special Instructions

Section 6: Important information

CN

1. Please ensure the participants are given all relevant information relating to the training and/or assessment. This information should include the venue address, start times, equipment requirements and dress codes.
2. Dress requirements apply to many of our training and assessment sessions. Please ensure participants are appropriately dressed for the training and/or assessment being delivered. If you are unsure, please check with our Training Coordinator.
3. We recommend that participants provide their own equipment if available. This allows the participant to be trained and/or assessed using familiar equipment or brands they will be using in the workplace. Do not rush out and buy new equipment prior to the training and/or assessment. The trainer will assist you in the correct selection of equipment that is suitable for your application or working environment.

Section 7: Summary of terms and conditions of enrolment

1. No change of training or assessment dates will be accepted within five (5) working days of the dates as shown in Section Three (3) of this document.
2. No refund will be given for cancellations within five (5) working days of the dates as shown in Section Three (3) of this document.
3. The training and/or assessment may be cancelled, postponed or modified prior to five (5) working days of the dates as shown in Section Three (3) of this document without penalty.
4. No refunds or discounts will be given for non-attendance or partial attendance of the training and/or assessment.
5. Participants that are more than 15 minutes late and have not contacted our office prior to the start time will not be admitted to the training and/or assessment and no refund will be given.
6. For non-account customers full payment is required prior to the training and/or assessment date.
7. Full enrolment will not be complete until all documentations are received and full payment has been verified
8. No refund will be given for participants that are refused entry due to inappropriate clothing, footwear or behaviour.
9. Persons will not be permitted to attend the training and/or assessment if payment terms have not been verified.

Please note:

- See the participant's handbook for full details of the training and assessment process.
- Go to our website at: www.ths.com.au or contact our office for a copy to be sent to you.

Section 8: Official purchase order and acceptance of terms

Checked by

By signing this purchase order I confirm the following:

1. That I have read and understood the information contained in this document.
2. That the information I have provided Total Height Safety Pty Ltd is complete and accurate.
3. That I authorise Total Height Safety Pty Ltd to provide the above mentioned training and/or assessment.
4. That I agree to the terms and conditions as outlined in Section Six (6).
5. That I agree to take full responsibility for the payment of the above training and/or assessment.

Name of person authorised to approve the training and/or assessment

Signature of person authorised to approve the training and/or assessment

Position held by the authorised signatory (e.g: Participant or Manager)

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