

Total Height Safety Pty Ltd



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Section 1: How to book your tra	aining with Total Hei	aht Safetv
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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	

Total Height Safety P/L	ABN 18 095 998 799	Mail PO Box 230	Milsons Point NSW 1565	Version 141215
P 02 9966 9070	F 02 9966 9071	E training@ths.com.au	www.ths.com.au	Page 1 of 3

Section 4: Participants Names and Unique Student Identifiers (USI) & Information (Please print clearly) Participant's Name **USI (Unique Student Identifier)** 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. Do you require plastic photo ID qualification cards to be issued to the successful participants? No The ID card is included as part of the course cost but replacement cards will be charged at a cost of \$27.50 each. Do any of the participants have difficulties with literacy, hearing, vision or the English language? Yes No If yes, please specify Will you be supplying equipment for your personal use during the training? Yes No (You may need to supply PPE inspection records for your items brought) Section 5: Payment Method (Please print clearly) CN The cost of the training and/or assessment is based on quotation number Option 1: On an existing THS credit account in the name of **Option 2: Electronic Funds Transfer** Direct deposit into our bank account as follows: Account Name: Total Height Safety Pty Ltd Branch Number: 032298 Account Number: 168610 Bank reference number: Please use your invoice number or course number (located at top of page 1) **Option 3: Credit Card** I authorise Total Height Safety Pty Ltd to debit my credit card for the following amount Visa Bankcard Mastercard American Express Other Diners Card is not accepted by THS. Surcharges may apply when using credit cards. Card number Card expiry date CCV number Enter the name that appears on the credit card Card Holder's Signature Date signed Please check that you have included total quoted amount. Total Height Safety P/L ABN 18 095 998 799 Mail PO Box 230 Milsons Point NSW 1565 Version 141215 P 02 9966 9070 F 02 9966 9071 E training@ths.com.au www.ths.com.au Page 2 of 3

Section 6: Important information

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- **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	
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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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