

Course Title:		Date(s):	/ / 200
Participant Name:		Email Address	
Home Address:	Postcode:		
Postal Address:	Postcode:		
Phone:		Mobile Phone	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date:	/ /
Emergency Contact:		Phone:	
Payment Details	<p>I am paying by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit card <input type="checkbox"/> Paid by other person <input type="checkbox"/> Invoice (NB Only with prior approval of employer)</p> <p>Credit Card Details (please note we can only accept the following cards): <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bank Card</p> <p>Name on Card: _____</p> <p>Card Number: _____ Expiry date: _____</p> <p>I agree to pay the sum of \$ using the above Credit card</p> <p>Signature: _____</p>		
Client Agreement:	<p>I will attend the full course and meet the requirements of the programme. I agree to pay all fees in advance.</p> <p>I acknowledge that I am required to wear appropriate dress for attendance at this course. Some courses, such as RTA Traffic Control, require Personal protective Equipment including fully-enclosed footwear. For further information contact us on 1300 306 597</p> <p>I acknowledge that course fees do not include stationery.</p> <p>Refunds:The refund of course fees will only occur if Australian Training and Consulting is compelled to cancel a program and an acceptable alternative cannot be offered. If a student withdraws from a course within seven (7) days before its start date, Australian Training and Consulting will refund the client's fee less 10% administration charge. Full payment is required if cancellation is made within one working day of the start of the course or in the case of non-attendance. Requests for refunds must be submitted in writing.</p> <p>I acknowledge that if I lose the original Certificate that ATAC will levy an Admin Fee for the re-issue of said certificate if I request a replacement.</p> <p>I confirm that I have read the Privacy Statement on the reverse of this form.</p>		
Client Signature			

Privacy Statement

Australian Training and Consulting (ATAC) is subject to the provisions of the Privacy Act 1988. The personal information provided by you on this application form will be used to process your application for enrolment into the training programme(s) specified on the front of this form, Failure to sign or not complete all the information required may result in your application being unsuccessful.

ATAC is a Registered Training Organisation No 90886 and under the Australian Quality Training Framework (AQTF), it is required to maintain a record of all participants in all its accredited training programmes for a period of thirty (30) years. There is also an obligation under the AQTF to ensure that such records are adequately secured whether they are kept as a written document or kept as a soft copy within a computerized system of record keeping,

It is a condition of employment with ATAC, that staff shall not disclose any confidential information about ATAC's clients to any third party.

You have the right to access and correct any of your personal information that ATAC holds about you. ATAC will not disclose your information to anyone not employed by ATAC without your written permission, except as follows:

Authorized representatives of NSW VETAB and the Department of Education and Training (or their equivalents in other States) are entitled, under legislation, to conduct audits upon ATAC's records.

In the case of Responsible Conduct of Gambling and Responsible Service of Alcohol courses, authorized representatives of the NSW Department of Gaming and Racing may also have access to your records.