



SA Unions

is a provider of OHS training in SA

Responsible Officer Course Enrolment Form

WHAT TO DO:

1. Fill out the enrolment form
2. Pass to your employer or manager to be signed
3. Fax or post the enrolment form to us
 - Mail: to SA Unions, 46 Greenhill Road, Wayville, SA 5034
 - Fax: 8279 2223

PAYMENT:

- A tax invoice will be sent 2 weeks prior to course date
- Please indicate if you will be paying by :
 - cheque (payable to SA Unions)
 - EFT payments (details on invoice)
 - credit card payment

If you have any mobility/disability problems please advise us

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COURSE FEES (GST inclusive)

Responsible Officer per half day 9.15 am – 1.15 pm:
Standard \$195, Union Member \$185

WE WILL:

1. Advise you immediately if the course is full and offer you a place on the same course on a different date.
2. Send you a confirmation letter with details of the course two weeks before the course starts.
3. If a course is cancelled we will send notification of the cancellation to your employer 2 weeks prior to the course commencement date. A cancellation letter will be posted directly to the course participant.

Note: Should we not reach our minimum number two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in a course date that suits their schedule.

CANCELLATION POLICY:

When an enrolment is cancelled the following cancellation fees will apply.
More than 14 days before course commencement date = Full refund -
Between 7-14 days before commencement date = 50% refund - Less than
7 days = No refund

If you need more information, phone us on p. (08) 8279 2248, f. (08) 8279 2223
or email us at saunions@saunions.org.au. Visit our website : www.saunions.org.au

YOUR DETAILS:

Name

Phone

Postal Address

Fax

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Email

Are you a union member? If yes, name of Union:

YOUR SIGNATURE:

* please tick this box if you are a union member to receive union discount

How did you find out about this course?

YOUR EMPLOYER'S CONTACT DETAILS:

Name:

Phone

Postal Address

Fax

.....

Email

Type of Organisation

ADDRESS FOR INVOICING:

Name

Phone

Postal Address.....

Fax

.....

Email

ENROLMENT DETAILS:

COURSE NAME	COURSE DATE (S) / & Regional Centre if applicable	FEE (inc. GST)