

PERSONAL DETAILS			
Name			
Home Address			
Home Phone		Mob Phone	
Work Phone		Email Address	
Employer Name			
Position Title			
COURSE INFORMATION			
I wish to enrol in: (please circle relevant fee)			
	VHIA Member Fee	Non Member Fee	Fee Reduction Eligibility*
Advanced Diploma of Management (ADM)	\$3200	\$3840	\$1657.50
Advanced Diploma of Management (Human Resources) (ADHR)	\$3200	\$3840	\$1690
Diploma of Management (DOM)	\$3100	\$3720	\$1495
Certificate IV in Training & Assessment – Full Course (TAA)	\$1950	\$2437.50	-
Diploma of Project Management (DPM)	\$3100	\$3720	\$1235
*Students may be eligible if they are registering in a course at a higher level than their existing qualification and they meet Australian Citizenship/Residency requirements.			
Please complete the following:			
Highest School Year Level Achieved: _____			
In what year did you complete that school level: _____			
Do you have any of the following qualifications: (Please circle)			
Diploma/Associate Diploma		Advanced Diploma/Associate Degree	
Bachelor Degree/Higher Degree			

PAYMENT INFORMATION

A minimum deposit of 30% is required to secure your booking.

I wish to pay my Deposit / Full Amount of \$ _____ by:

Credit Card – MasterCard / Visa

Card No: _____ Exp ___/___

Cheque

I enclose my cheque made payable to VHIA

Electronic Funds Transfer

I have deposited funds to

BSB: **063 000** Account: **1048 0161**

Note: Please quote reference eg. course acronym & your initials

Please invoice my organisation

(Purchase order / Letter of Authority must be attached)

PLEASE READ OUR CANCELLATION POLICY CAREFULLY

RETURN THIS REGISTRATION FORM TO: The Training Facilitator, VHIA, 312 Kings Way, South Melbourne - training@vhia.com.au

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION



VHIA

312 Kings Way
SOUTH MELBOURNE VIC 3205
Ph 9861 4038
Fax 9867 8540
Email: vhia@vhia.com.au
Website: www.vhia.com.au

CANCELLATION AND REFUND POLICY

- Any payment **IS FULLY** refundable if notice of cancellation is received by VHIA 14 days prior to commencement of the course. Cancellations must be notified to the VHIA Training Coordinator or the VHIA Training Manager on 03 9861 4000.
- Any payment **IS PARTIALLY** refundable if cancellation is received by VHIA within 14 days of commencement of the course. A cancellation fee of \$450 will apply to cancellations within this period.
- Any payment **IS NOT** refundable if cancellation is received by VHIA after the commencement of the course. Nor can the student transfer this payment or their enrolment to another course.
- Students may be suspended from classes if instalments are not received by the due date. Students will not be permitted to Graduate unless the course is paid in full.

FURTHER INFORMATION

- Please advise of any special dietary requirements at least 14 days prior to commencement of the course.
- If you are unable to attend any session, please advise VHIA or your facilitator as soon as possible.
- All queries may be directed to the Training Manager, VHIA, 312 Kings Way, South Melbourne 3205 Ph: 9861 4000.
- *If applying for Fee Reduction you will be required to sign a disclosure statement confirming that you do not hold a Diploma, Degree or Graduate Certificate. VHIA retains the right to seek reimbursement of the full course fee if your eligibility claim is not substantiated.