

# Course Application Form



## Personal Details

Mr       Mrs       Ms       Miss       Other .....

Name .....

Position Title ..... Organisation.....

Work Address .....

Suburb ..... State..... PCode .....

Telephone ..... (Work) Facsimile.....(Work)

Mobile ..... Email.....

## Course Details

I wish to apply for the following training course and/or service:

### Course/Recognition Service

### Commencement Date (if applicable)

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## Payment Details

I wish to pay the total fee/s of \$..... by:

Credit Card           

Card Number ..... - - - - -

Card Expiry Date ...../.....

Cardholder's Name .....

Cardholder's Signature .....

Invoice direct to me/my organisation (Billing Details)

Attention to ..... Email .....

Billing Address (eg GPO Box 23) .....

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- Cheque/Money Order made out to CIT Solutions Pty Ltd enclosed
- Purchase Order in favour of CIT Solutions Pty Ltd

I agree with the conditions of application on the reverse side of this form. I declare that the information I have supplied on this application form is correct and complete. I acknowledge that upon formal registration/enrolment I am subject to the guidelines and protocols of CIT Solutions Pty Ltd.

Yes       No

**Market Survey**

**Where did you first find out about this course?**

Print advertisement     Brochure/Publication

Email promotion     Exhibition/Conference

Website/Search     Referral from colleague/friend

**Description** (eg. CIT Solutions Website, CIT Course Guide)

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Approving Officers Name/Signature (if applicable) ..... Date...../...../20.....

## To Apply

Please fax, email or post your application form to:

Accredited Training Division  
CIT Solutions Pty Ltd  
PO Box 226  
Jamison ACT 2614

**Facsimile** 02 6207 4221

**Email** [citsol@cit.act.edu.au](mailto:citsol@cit.act.edu.au)

## Placement on a Course

- ▶ Places on the course in which you have applied will be allocated in order of receipt of your application form.
- ▶ Additional courses may be scheduled if demand is high.
- ▶ If you are not able to be placed in your chosen course you will receive priority placement the next time that course is offered.
- ▶ If your chosen course is full, you will receive priority placement the next time that course is offered.

## Confirmation of Application

All applications will be acknowledged by fax or email once a course has sufficient numbers to commence. If you have not received advice of course commencement at least three days prior to the course start date, please telephone CIT Solutions for advice.

## Registration/Enrolment

You will be asked to complete a CIT Registration Form and Application for Award Form during your first training session.

## Student Information

At your first training session you will be issued with a CIT Solutions Student Information Guide that provides guidelines and protocols for you to follow as a student of CIT Solutions.

## General Information

- ▶ Lunch and light refreshments are provided for most courses.
- ▶ Classes are held in Building J, CIT, Bruce Campus, unless otherwise stated.
- ▶ It is recommended that you arrive 15 minutes prior to advised course commencement times.
- ▶ Participants will receive a Statement of Attainment or Award upon successful completion of all course assessment activities.
- ▶ Participants choosing not to undertake assessment, or those who undertake a non-assessed course, are entitled to receive a Statement of Attendance upon request.
- ▶ Access is provided to library facilities.

For more details, please visit our website at [students.citsolutions.edu.au](http://students.citsolutions.edu.au) to download the latest Student Information Guide.

## Cancellations/Refunds

- ▶ If CIT Solutions cancels a course for which you have applied and fees have been paid, a full refund of the full course fee will be approved. Please allow up to three weeks for the refund to be processed.
- ▶ Cancellation of your application within 7 days of course commencement will incur 50% of the course fee. No refunds are available once the course has commenced.
- ▶ Non-attendance at your enrolled course does not warrant a refund and where payment by instalment applies, payment of all instalments is required unless a suitable substitute student is able to take your place.
- ▶ Under exceptional circumstances CIT Solutions may give a refund. If you consider that you have a basis for such a claim, you will be required to apply for a refund in writing and provide relevant documentary evidence to substantiate your claim.

CIT Solutions reserves the right to alter any of the arrangements for classes either before or during your course.