



# REGISTRATION CONTRACT

Telephone: (08) 8941 2344  
Fax: (08) 8941 0141  
Email: info@dhrc.com  
Web: [www.dhrc.com](http://www.dhrc.com)  
ABN: 45 009 610 164

## PARTICIPANT INFORMATION

Title: **Mr Mrs Miss Ms** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: **Mr Mrs Miss Ms** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Position: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ P/code: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## QUESTIONNAIRE

Do you have any special requirements i.e. language, literacy and numeracy assistance etc?  Yes  No  
 Do you require any further information in relation to RPL (Recognition of Prior Learning)?  Yes  No  
 How did you hear about the Darwin HR & Computer Academy? \_\_\_\_\_  
 Do you object to your name being included in any DHRCA marketing material? *If applicable*  Yes  No

**Course Name:** **Better Minute Taking**  
**Date & Time:** \_\_\_\_\_  
**Course Cost:** **\$195 per person**  
 Venue: Darwin Human Resource & Computer Academy office located at 2/2 Shepherd Street, Darwin

## PAYMENT DETAILS

Invoice to:  Personal  Business **Fee enclosed: \$195 per person GST Free** (*fee includes training and or reference manual(s)*)  
 Accounts Payable Email Address: \_\_\_\_\_

### PAYMENT METHOD

Cheque enclosed  Visa  Mastercard  Bankcard Expiry: \_\_\_\_ / \_\_\_\_  
 Cash Card Number : |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_| |\_|\_|\_|\_|  
 EFT Cardholder's Name: \_\_\_\_\_  
 Purchase Order No./I.R. No: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_

A 2% surcharge applies to all card transactions

**PLEASE NOTE ALL FEES MUST BE PAID PRIOR TO COURSE COMMENCEMENT TO SECURE YOUR BOOKING.**

Registration Contracts can be:  
 Faxed to: (08) 8941 0141 Emailed to [info@dhrc.com](mailto:info@dhrc.com) Posted to GPO Box 1815, Darwin NT 0801.

Please refer to Terms & Conditions overleaf

Office Use Only V1.0:	Invoice Number:	Class Number:
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## Terms and Conditions

1. All information on this registration form is to remain strictly confidential unless written consent is provided.
2. Participant Induction Handbook has been read and is clearly understood. If not please contact Director at DHRCA for further clarification.

### Payment Terms and Conditions:

3. All payments need to be received prior to the course commencement in order to secure your booking.
  - 3.1. **DHRCA reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms.**
  - 3.2. No Statements of Attainment, Memorandum of Grades, Diploma or Certificate will be issued until account has been fully paid.
  - 3.3. Participants will not be allowed to retain course manuals until course fees are paid.
  - 3.4. Participant assignments will not be marked or returned if course fees are not paid.
  - 3.5. Participants will not be allowed to commence classes unless course fees have been paid unless they are on a payment plan or have authorization from Darwin Human Resource & Computer Academy to do so.
  - 3.6. All IT assignments submitted after an extension date will incur an additional fee of \$75.
  - 3.7. An administration fee of \$25 will be incurred if a 2<sup>nd</sup> copy of testamur is required.
4. For organisations providing a purchase order number, a copy of the Purchase order number or IR number is required.
5. For card payments a 2% surcharge will apply.
6. Outstanding payments more than 1 month from the date of the course will incur a late payment fee of 5% interest charge per month.
  - 6.1. If a Participant has difficulty in paying their course fees they must contact the Academy's Director immediately and advise in writing.
  - 6.2. Failure to do this may result in your account being referred to our debt collection agency or legal action being taken to recover the outstanding fees plus associated costs.
7. Course prices are subject to change without notice

### Course and Cancellation Terms and Conditions:

8. DHRCA endeavours to run every course; however we reserve the right to cancel or postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a refund or be offered the opportunity to transfer to the next available course.
9. Should the course be cancelled by DHRCA, or if the Participant cancels the course seven (7) or more working days prior to qualification commencement date DHRCA will refund all pre-paid monies.
  - 9.1. If the Participant provides six (6) working days notice prior to course commencement date DHRCA will refund 50% of the course fees.
  - 9.2. If the Participant provides five (5) working days notice or less prior to the course commencement date the Participant is liable for the full course fees.
  - 9.3. In the event that a cancellation is unavoidable, once the course has commenced, due to illness or otherwise, or withdrawal from the course is necessary, then a qualified alternate Participant will be welcome in replacement, to be advised in writing, otherwise full cost will be incurred.
  - 9.4. Failure to notify DHRCA of non attendance will result in the full fee being charged.
10. Please note Deferrals will NOT be accepted.
  - I/We agree to pay any expenses or costs associated with our course at Darwin Human Resource & Computer Academy.
  - If unpaid invoices need to be referred to a debt collection agency, I/we agree to incur all costs associated - including legal fees, and debt recovery fees, provided that those fees do not exceed the scale charges as charged by the debt collection agency or legal representative- associated with the recovery.
  - If the course fees are not paid, I understand that I will not be able to attend classes or receive any training materials.

By signing this Registration Contract I/we confirm that we wish to proceed with enrolment for the Better Minute taking course.

**I/we have read, understood and agree to the all the terms and conditions of this course.**

PARTICIPANT SIGNATURE:

PRINT NAME:

DATE:

EMPLOYER SIGNATURE: (IF APPLICABLE)

PRINT NAME:

DATE:

## LEARNER SUPPORT REQUIREMENTS QUESTIONNAIRE

### Course: Better Minute Taking

To enable the trainer to better address your particular training requirements can you please complete the following questions.

This information is confidential.

Question	Yes/No	Comments
Is there a specific issue in your meetings or minute note taking that has influenced your decision to participate in this course? Please provide brief details?		
What specific skills would you like to achieve from attending this course?		
Are there topics not listed on the course outline you are interested in or think is relevant to your meetings.		
Are you responsible for constructing the minutes or is this your first time?		
Is there any further information you require about the course content?		

Thank you for taking to time to complete this questionnaire to assist our trainer in ensuring we provide you with the best possible quality training.