enrolment form

Professional and Continuing Education **Short Courses**

THE UNIVERSITY of ADELAIDE

Did you know you can Enrol Online? Visit www.adelaide.edu.au/pce and follow the easy steps.

Complete the entire form and refer to Payment for Courses section for payment details.

Please Note: Your enrolment cannot be processed unless you sign this form where indicated and accompany with payment.
Course prices listed in this brochure include GST where applicable.

PERSONAL DETAILS

Surname: Dr/Mr/Mrs/Miss/Ms..... Given Names:..... Gender: ❑ M ❑ F

Date of Birth: / / *Please note this information is for student identification purposes only. Refer to the university Privacy Policy www.adelaide.edu.au/policies/62*

Business Title:..... Organisation/School:.....

Mailing Address:..... Suburb:..... Postcode:.....

Telephone: (W)..... (H)..... (F).....

(M)..... Email:.....

COURSE DETAILS

Course Title:..... Code*:..... Cost: $.....

Course Title:..... Code*:..... Cost: $.....

Course Title:..... Code*:..... Cost: $.....

* e.g 1001

Total Fee: $.....

Applicable to Professional & Personal Development Courses only

Dietary Requirements: ❑ Vegetarian ❑ Gluten Free ❑ Dairy Free ❑ Other:.....

Concession and Discounts

Are you claiming a Concession/Discount? ❑ Yes ❑ No Concession/Discount type:..... Number (if applicable):.....

Concession/Discount: Are available on select courses. Please see program areas for details.

Please note: Concessions and Discounts must be claimed at time of enrolment. Only one Concession/Discount type may be claimed.

PAYMENT FOR COURSES

In Person: Level 9, 115 Grenfell Street, Adelaide

By Phone: (08) 8303 4777 Credit Card Only

By Mail: Professional and Continuing Education Enrolments, The University of Adelaide SA 5005

By Fax: (08) 8303 4411 Credit Card Only

Please make all cheques payable to: The University of Adelaide

Refund & Cancellation Conditions Apply

- Professional and Continuing Education reserves the right to cancel, alter or amend any of its courses. Courses may be cancelled before the scheduled start date if the minimum number for the course is not reached, in such cases the full fee paid will be refunded.
- Once your enrolment is processed, no refund of fees will be given. Credit Notes may be issued upon written request received 10 days prior to course commencement.
- Transfers to another course will be considered providing they do not adversely affect course numbers.
- Professional and Continuing Education regrets that we cannot accept responsibility for changes to participant's commitments.

I have read and accepted the Refund and Cancellation Conditions (above), and understand that Professional and Continuing Education accepts my enrolment strictly in accordance with these conditions.

Signed:..... **Date:**.....

To assist our Customer Service Planning, please indicate how you found out about the course.

❑ The Advertiser ❑ Letter
❑ Messenger ❑ Brochure
❑ Word of Mouth ❑ Website
❑ School ❑ Yellow Pages
❑ Flyer ❑ Email:
❑ Other:

How would you like to receive our promotional material?

❑ Email only ❑ Hard Copy only
❑ Hard Copy & Email

CREDIT CARD PAYMENT

Please debit my: ❑ Mastercard ❑ Visa ❑ American Express

Card Number: | | | | | | | | | | | | | | | | Expiry: ..... /..... CVN:__ __ __

Card Holder's Name:..... Card Holder's Signature:.....

The University of Adelaide Staff Only:

Business Unit	Account	Fund	Dept ID	Campus	BY	Project/Grant

Department/Faculty Endorsement & Approval Expenditure.....

.....

Name of Area Head - please print:..... Signature of Area Head:.....