



Swinburne University of Technology  
Centre for Engineering, Technology and Trades

Trade Short Course Programs Registration Form

- To register, complete and forward the registration form with payment to one of the options below.
- Some courses fill quickly. Early registration is recommended to avoid disappointment.
- Please choose your course carefully. Swinburne is not obliged by law to refund, transfer or issue a credit note if you choose the wrong course, change your mind or your circumstances change.

Registration Information

Confirmation

All applications will be acknowledged. Please keep all correspondence as proof of registration.

Course cancellations

If Swinburne cancels your course we will refund your fees in full.

Refund

Please choose carefully. Once processed your course fee will not be refunded if you change your mind or your circumstances change.

Public holidays

We do not run courses on public holidays. If in doubt please phone 9726 1616 or email [tradeshortcourses@swin.edu.au](mailto:tradeshortcourses@swin.edu.au)

Transfer

Transfers to other courses can be organised. You must provide notice in writing at least 5 working days prior to commencement of the course for which you are registered. A \$50 processing fee will apply

Course details

Course title	Code	Start date	Location	Fee
<b>Total: \$</b>				

Participant details

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Business telephone: \_\_\_\_\_ Home telephone: \_\_\_\_\_  
 Mobile phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Would you like to receive more short course information?  Yes  No  
 How did you hear about Swinburne Short Courses?  Google  Website  Brochure  Referral  Corporate Client  
 Past student  Email  Flyer  Word of mouth  Other

Payment details

Cheque  Money Order  VISA  Mastercard  
 Card No \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_  
 Name on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_  
 TOTAL AMOUNT \$ \_\_\_\_\_

Invoicing details – Swinburne University of Technology will invoice your company

Company funded:  Yes  No If **Yes**, please ensure all fields below are completed!  
 Person authorising training: \_\_\_\_\_ Position: \_\_\_\_\_  
 Company name: \_\_\_\_\_ ABN: \_\_\_\_\_  
 Accounts contact: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Billing address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Once you have filled in this form, you can:

- Email us**  
Return your scanned form to: [tradeshortcourses@swin.edu.au](mailto:tradeshortcourses@swin.edu.au)
- Call us**  
**(03) 9726 1616**  
With your credit card details 9.00am–4.00pm Mon–Fri
- Mail us**  
**CETT – Short Course Team**  
**Mail C27**  
**PO Box 218**  
**Hawthorn Victoria 3122**  
With cheque payable to Swinburne University of Technology
- Visit us**  
**12–50 Norton Road, Croydon**  
Office hours: 9.30am–4.15pm Mon–Fri