



SHORT COURSE INVOICE BOOKING FORM

Our courses fill quickly. Early registration is recommended.

PARTICIPANTS AND COURSE DETAILS – All fields **MUST** be completed in below section

FIRST NAME	LAST NAME	E-MAIL	MOBILE	COURSE TITLE	LOCATION	START DATE	FULL PRICE

* Discount for Organisations booking 3 or more courses = 5% * Discount for Verified Not-for-Profit Organisations = 10% **CORPORATE PROMO CODE:** _____ ***DISCOUNT % :** _____
 Note that Swinburne Professional courses do not attract GST, unless stated otherwise. **TOTAL PRICE :** _____

COMPANY DETAILS – Below section **MUST** be completed

COMPANY NAME: _____
COMPANY ADDRESS: _____

ABN: _____
PO NUMBER: _____
AUTHORISATION SIGNATURE: _____

PERSON AUTHORISING TRAINING: _____
JOB TITLE: _____
AUTHORISER PHONE: _____
AUTHORISER E-MAIL: _____
ACCOUNTS PAYABLE E-MAIL: _____
NOT-FOR-PROFIT ORGANISATION? YES NO

I agree that the payment for the person attending the course will be paid on receipt of the invoice and in line with normal payment terms.

Do you consider yourself to have a disability, impairment or long term condition?	Yes	No	Do you require assistance because of this disability?	Yes	No
* Please note this information is only needed for statistical and planning purposes and to ensure the provision of appropriate support services. It will not disadvantage your enrolment.			If so, please contact AccessAbility on 9210 1181 prior to beginning of term to ensure that appropriate support is provided.		

If yes, please indicate the area of disability, impairment or long term condition (you may indicate more than one area)

- Hearing/deaf/mental illness
- Intellectual/Acquired Brain Impairment
- Vision/Learning
- Physical/Other
- Medical Condition

How did you hear about our course? Swinburne Website E-mail Brochure Social Media Past Student Corporate Client Word of Mouth Other

I agree with the Terms and Conditions of registration (<http://www.swinburne.edu.au/business-partnerships/develop-your-career/terms-and-conditions/>)

**ONCE YOU HAVE FILLED
IN THIS FORM, YOU CAN:**

EMAIL US THE FORM
indenrolments@swin.edu.au

IF YOU NEED HELP WITH THIS FORM OR ANY OTHER ENQUIRIES, CONTACT US ON:
PHONE: 1800 633 560 EMAIL: indenrolments@swin.edu.au