How to Enrol in a Short Course

The RMIT University Customer Service Team is open for telephone enquiries and enrolment from 9am - 5pm, Monday to Friday. You can submit your enrolment to RMIT Training a number of ways:

- **PHONE**
  Credit Card details are required (Bankcard, MasterCard, Visa).
  Phone the RMIT Customer Service Team on (03) 9925 8111, 9am - 5pm weekdays.

- **MAIL**
  Send the completed enrolment form on the following page (page 24) with either Credit Card details, Money Order or Cheque (payable to RMIT Training Pty Ltd) or a company purchase order to: RMIT Training Pty Ltd, PO Box 12058, A/Beckett Street, Melbourne, VIC, 8006.

- **IN PERSON**
  You can apply in person at Level 3, 449 Swanston Street, Melbourne VIC 3000, 9am - 5pm weekdays.

- **FAX**
  Credit Card details are required (Bankcard, MasterCard, Visa or company purchase order). Fax the completed enrolment form on the following page (page 24) to RMIT Training on (03) 9925 8134.

- **ONLINE**
  RMIT also provides an online Short Course enrolment facility. It provides you with an easy, quick and safe alternative to booking over the telephone or through a fax. Visit www.shortcourses.rmit.edu.au or email: enquiries@rmit.edu.au

Easy

You can search by keyword or interest area, our full course range, to find the course you want. Courses matching your search will be displayed in detail, clearly showing session dates, venues and prices. At any stage, you can print a hard copy of the participant or billing information entered to check that every detail provided is correct. If you have any enquiries, call our Short Courses Centre on (03) 9925 8111 or email: enquiries@rmit.edu.au

Quick

Within minutes of submitting an enrolment, including credit card details, you will receive an email receipt confirming payment. RMIT guarantees that participants will receive further confirmation of their enrolment in a course within 5 working days from the date of the original submission.

Safe

Any personal information that you submit will be used purely to process orders and is protected by RMIT’s secure server. RMIT may also use this information to notify you of any important changes or any special promotions that may be of interest to you. RMIT is not involved in any selling, trading or alternative use of customer’s personal information. RMIT guarantees that your personal details will not be passed on to any other organisations.

We recognise that your decision to attend a short course is an important one and that finding the time to participate isn’t easy. It can be inconvenient for you if we reschedule or cancel a course. As a result, we ensure that most of our courses run on the scheduled date.

* All course details contained in this directory are current at time of publication and may be subject to change. For current course information and individual course brochures, refer to www.shortcourses.rmit.edu.au

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**Short Course Enrolment Form**

**Course Name** | **Course Code** | **Start Date** | **Fee**
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**Your Details**

- **Client Number (if known)**
- **Title**  First Name/s  Surname
- **Postal Address**
- **Suburb**  State  Postcode  Date of Birth  /  /  
- **Phone 01**  Phone 02  Fax
- **Email Address**
- **Select preferred method of communication**
  - Email
  - Postal

**Billing Address**

- **Same as above**
- **Company Name**
- **Contact Person: First Name/s**  Surname
- **Postal Address**
- **Suburb**  State  Postcode  Phone 01  Fax

**Payment Details**

- **Cheque (payable to RMIT Training Pty Ltd)**
- **Money Order**
- **Invoice (only available to companies that provide a purchase order or letter of authority with enrolment form)**
  - Visa
  - Bankcard
  - Mastercard
- **Card Number**  /  /  /  /  /  /  /  /  /  
- **Expiry Date**  /  
- **Cardholder’s Name**
- **Signature**

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**Terms and Conditions**

- We require 5 full working days notice if you are unable to attend the course.
- Transfers made less than 5 full working days prior to course commencement will incur an administrative fee of 10% of the full course fee.
- Cancellations made less than 5 full working days prior to course commencement will incur a cancellation fee equal to 30% of the full course fee.
- In courses where prerequisites do not apply you may send a substitute in your place if you are unable to attend. Please advise us prior to course commencement.
- A full fee is payable for non-attendance.
- No refunds will be issued after course commencement.
- We reserve the right to cancel any course that does not have the required enrolment numbers.
- Freestyle delivery courses may have different conditions of enrolment.

I accept these Terms and Conditions  Signature  Date

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**Current course information & brochures, available at www.shortcourses.rmit.edu.au**
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