Application Form

BOX HILL INSTITUTE
Global Educators™

In Person
Bring enrolment application and payment to:
Short Course Office
Box Hill Institute
Nelson Campus
Box Hill Vic 3128
Mon-Fri 8:30am-4.30pm

By Mail
Mail completed enrolment application to:
Box Hill Institute,
Short Course Centre,
Private Bag 2014,
Box Hill Vic 3128
together with cheque payable to Box Hill Institute.

By Fax
Fax to (03) 9286 9930
Enrolments by credit card or invoice to company.
Minimum invoice amount: $500 (authorisation letter or purchase order required)

By Telephone
Enrolments by credit card
Phone 1300 36 34 30
Mon-Thu 8:30am-5:00pm
Fri 8.30am-4.30pm

All enrolments will receive a confirmation letter giving details of the venue and car parking.

Please phone 1300 36 34 30 if you have not received notification prior to commencement of course.

Unfortunately enrolments cannot be accepted without payment.

Note: If minimum numbers are not obtained for each course, notification will be forwarded before class commencement.

Course Details

Course title

Code | Start date | Fee

Can't find the short course you're looking for? Tell us what you'd like to study.

Student Details

Is this your first Box Hill course? Yes ☐ No ☐ Student No. (if known) ☐☐☐☐☐☐☐☐☐☐

Surname | First Name

Address

Suburb | Post Code

Home Phone | Work

Mobile | Fax

Email Address | Date of Birth

Male ☐ Female ☐ Are you currently employed? Yes ☐ No ☐ Company Name

☐ Condition of enrolment (must tick)

I hereby agree to abide by the Policies, Procedures and Student Code of Conduct of Box Hill Institute. I have read and understood the Refund Policy and General Information. I consent to my personal information being disclosed in accordance with Box Hill Institute's Privacy Policy. I consent to my personal information being disclosed in accordance with the Survey, Research, Marketing and Alumni Statements. I confirm that all information I have provided to enrol is complete and correct.
Refer to www.boxhillinstitute.edu.au for conditions of enrolement.

Refund Policy (short courses)

Applications for refunds and transfers will be accepted if a request is received at least five (5) working days prior to the date of commencement – A standard handling charge of $30 will apply for all transfers. There will be a 25% administration fee for all withdrawals from a course – A full refund is only given if the class in cancelled – No refunds or transfers will apply once a course has commenced – Processing of refunds takes a minimum of seven (7) working days – All refunds will be made directly to the payee, and will be mailed to the payee's address as shown on the application form.

Payment Details

Cash ☐ Cheque ☐ (payable to Box Hill Institute) Visa ☐ Mastercard ☐

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date ☐☐ ☐☐

Cardholders Name | Cardholders Signature

or Invoice Company (minimum amount - $500) Authorisation letter or purchase order required.

Company Name | Contact Name

Company Address | Suburb | Post Code

Phone | Fax

Concessions (if applicable)

Tick the appropriate consession(s) and enclose documentation for these concessions

Health Care Card ☐ Seniors Card ☐ Pensioners Card ☐

Card Number

Concession documentation encloses? Yes ☐ No ☐

FOR OFFICE USE ONLY
Short Crs (0-99 hrs) GST Exempt: (SMART Feee Type: SGN)
Onestop Transaction: 940 Cash Register Code: course +.SA)
(Account Code: S Centre_____ Course _____ - 1385)

Short Crs (0-99 hrs) GST Exempt: (SMART Feee Type: SGY)
Onestop Transaction: 945 Cash Register Code: course +.SG)
(Account Code: S Centre_____ Course _____ - 1315)