

### BOOKING FORM (EMPLOYER / AGENCY)

COURSE NAME:			COURSE CODE:	
BOOKING DATE:		COURSE DATE:		COURSE TIMES:
COURSE LOCATION:				

**PLEASE COMPLETE THIS SECTION IF YOU ARE THE EMPLOYER OR EMPLOYMENT AGENCY OF THE PARTICIPANT**

COMPANY NAME:			
COMPANY ADDRESS:		POSTCODE:	
POSTAL ADDRESS:		POSTCODE:	
CONTACT PERSON:		TELEPHONE NUMBER:	
EMAIL ADDRESS:		MOBILE NUMBER:	
PURCHASE ORDER NUMBER:			

Participant Names (please print clearly)	D.O.B.	Participant's Contact Phone Number	<u>Heavy Vehicle Courses Only</u> Please Provide Detail of Participants Drivers Licence Number & Issuing State	<b>NB// Refer to HV licencing requirements below: sign here when actioned</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**Heavy Vehicle licencing requirements**

**IMPORTANT:** From 31<sup>st</sup> December 2017 VicRoads introduced licence, registration and number plates sanctions as directed by Fines Victoria. Fines Victoria will administer a new model for collecting and enforcing infringements and court fines in Victoria. Licence applicants who have a licence sanction (suspension or renewing) will not be eligible to enrol in a heavy vehicle or motorcycle course. It is your responsibility to confirm that your licence permit isn't currently suspended, disqualified, cancelled or subject to a Fines Victoria Sanction: thus confirming your eligibility to obtain a Heavy Vehicle Licence.

Further information can be found on [www.fines.vic.gov.au](http://www.fines.vic.gov.au).

Applicants can open a 'My VicRoads' account to confirm licence currency on the date of assessment.

Alternatively, applicants can call 13 11 71.

Each applicant will be required to confirm that they have been informed and understand their obligations in ensuring they are eligible to obtain a Heavy Vehicle Licence.

Payment facilities include Credit Card, EFTPOS, Cheque or Cash.

**TERMS & CONDITIONS**

1. Corporate clients, will be forwarded an authority to invoice on the terms of a 14-day account unless prior agreement has been made.
2. Should payment continue to be outstanding beyond the payment terms as stated above, the customer is responsible for all costs including any legal costs and any other fees that are incurred by 1 Stop Driving School in recovering any outstanding monies.
3. Cancellations will not be accepted without written approval from 1 Stop Driving School. A cancellation fee for the processing and acceptance of the customer's booking will be charged.
4. Should the participant not attend the course/class on the nominated day(s), full fees for that participant may be charged, unless there have been prior arrangements made with 1 Stop Driving School.

**CANCELLATION FEE STRUCTURE**

Where cancellation occurs within 72hours (3 Working Days) 10% of the course fee may be retained/payable If we are notified and you will not be rescheduling.

100% Of the course fee may be payable If cancellation occurs on the day or participant does not attend.

**NOTE:**

Dependent upon circumstances students may be offered an alternative date for training. There is no charge for a student to transfer to an alternative date provided 72 hours' notice was provided.

In the event 1 Stop Driving School is not notified of the cancellation and the student does not attend training the full course fee may be applicable, the student enrolment agreement form specifies that the student/client is liable for full course fees upon non -attendance.

**REFUNDS / RETURNS:**

A time frame of up to ten (10) days is required to process refunds, any course materials or resources supplied to students are to be returned to 1 Stop Driving School upon cancellation, alternatively the cost of the materials will be invoiced to the client. If 1 Stop Driving School cancels the training course, then a full refund will be returned to the payer.

**By signing here, I hereby agree to the above terms and conditions and request the fore mentioned position is held.**

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

**If paying by credit card, please provide details:**       Visa       MasterCard

**Name on Card:**

**Card Number:**

<b>Expiry Date:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<b>3 Digit Security Code:</b> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Signature of card Holder:</b>
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**BANK ACCOUNT DETAILS: CBA – BSB:063 537 ACCOUNT NO: 10154147 ONE STOP DRIVING SCHOOL**

**PLEASE PROVIDE A COPY OF THIS FORM ON COMPLETION TO THE APPLICANT**

*Office use only:* Credit Application Approved  YES  No

<b>PAYMENT OF \$</b>	<b>RECEIVED BY:</b>	<b>DATE:</b>
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Eftpos <input type="checkbox"/> Cheque <input type="checkbox"/> Cash		
Invoice / Receipt Provided <input type="checkbox"/> YES <input type="checkbox"/> No		Invoice Number: _____

**Bank Account Details:**  
**Bank: C.B.A.**  
**Name: 1 Stop Driving School**  
**BSB: 063 537**  
**Acc #: 1015 1417**

**\*\*\*When making a payment please place your name as a reference.**

**Please return this booking form to:**

30 Wrights Road BUNDALONG VIC 3730 (03) 5744 2316	PO Box 784 Yarrawonga, Vic 3730 Email: <a href="mailto:info@1stopdrivingschool.com.au">info@1stopdrivingschool.com.au</a>	23 Racecourse Road WANGARATTA VIC 3730 (03) 5721 5307
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