

BOOKING FORM

Course Name		Unit Code	
Booking:	Course date:	Course time	
Course location:			
Date of Birth:	Gender:		
First Name:	Surname:		
Address:	Post code:		
Phone number:	Mobile number:		
Email address:			

HEAVY VEHICLE LICENCE COURSES ONLY

DRIVERS LICENCE #:	ISSUING STATE:	LICENCE EXPIRY DATE:
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IMPORTANT: From 31st 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 .

Applicants can open a 'My VicRoads' account to confirm licence currency on the date of assessment. Alternatively, applicants can call 13 11 71.



I confirm I have been informed and understand my obligations in ensuring I am eligible to obtain a Heavy Vehicle Licence:

Name:	Signature:	Date:
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Do you have any existing skills, knowledge or previous experience in the course you are wishing to enrol in and how would you rate them?

None
 Minimal
 Moderate
 High
 Please Describe:

The amount of training provided may be adjusted according to your level of existing skills, knowledge or previous experience, however a full assessment of your knowledge and practical skills will still apply to determine your level of competency against the training package requirements.

Provide one reason why you wish to enrol into this Course or qualification?

ENROLMENT - COURSE FEES & PAYMENT TERMS:

All courses require a **position holding deposit of 50%** you will be advised of the amount at the time of booking. The balance will be required prior to final assessment. **Facilities include EFTPOS, Credit Card, Cash or Cheque.**

CANCELLATIONS / NON ATTENDANCE / REFUNDS:

In the event of **cancellation** or **withdrawal** from this course a minimum of **72 hours- notice is mandatory**, Dependent upon circumstances, students may be offered an alternative date for training. Should you not wish to reschedule, 10% of the deposit will be retained by 1 Stop Driving School for administration fees, the remainder of the deposit will be returned to the original payee. There is no charge for a student to transfer to an alternative date.

If 1 Stop Driving School cancels the training course, then a full refund will be returned to the payer.

In the event **notification of cancellation is not received** by 1 Stop Driving School and/or the student **does not attend** training, the full course fee may be applicable. The student/client is liable for full course fees upon non-attendance and will be invoiced accordingly.

REFUNDS - 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.

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

NAME:	SIGNATURE:
DATE:	



APPLICANT IS TO RETAIN A COPY OF THIS FORM FOR THEIR RECORDS

Please return this booking form to: 1 Stop Driving School:

PO Box 784 Yarrowonga, Vic 3730

or Email: bookings@1stopdrivingschool.com.au

Phone: 03 5744 2316

If paying by credit card please provide details below:

Type of card: Visa MasterCard

Name On Card:

Card Number:

Expiry Date:

/

3 Digit Security Code:

Signature of card Holder:



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.