



ONSITE GROUP BOOKING ENROLMENT FORM

IMPORTANT To enable us to provide a quality course, please indicate what is available on your site:

Training Room

- An area with adult seating and writing facilities (max 24)
- Large carpeted area suitable for practicing casualty management and CPR – approx 1 square mtr per person (in addition to seating area)
- Lockable room (to secure class equipment)
- Access to toilets & hand washing facilities

Training Needs

- Whiteboard and eraser
- Projector & screen
- Data projector/Laptop
- TV Required for Anaphylaxis & OH&S Committee courses

Other

- Lunch Provided

Course Specific Requirements

- Oxygen Information –**
Required for Advanced Resuscitation courses only
- Resus Softbag or
 - Oxy Viva
 - Advise make of Automated Defibrillator _____
Required for AED courses only

All Sections of this form MUST be completed to confirm course booking.

Please return this enrolment form via fax: 02 9745 8811 or email: solutions@stjohnnsw.com.au

If you have any problems or questions please feel free to contact Customer Service on 02 9745 8888

Please complete and return a **minimum of ten (10) working days** before your selected dates. Your enrolment will be **confirmed** in writing within **two (2) working days**.

Type of Course:

Cost Per Head \$ **OR** Onsite Group fee \$..... **No of Participants** (min 12 max 16/24)

Dates of Course; please supply 1st and 2nd Preferences

1st Pref Time/s to

2nd Pref Time/s to

Company Name

Address of Class

Parking Arrangements for Trainer

Equipment Delivery Address

(Please specify special deliver detail e.g. deliver to Gate C before 3:00pm on the Monday before course commences)

Contact Person and Authority

Contact (Day of course) Mobile/Phone

Contact (Organising course) Phone Fax

E-Mail Name of Authorising Person

Payment Details

Credit Card Account Account No Purchase Order

Mastercard Visa Bankcard AMEX

Card Number / / Expiry Date /

Name on Card Signature

Transfer, Cancellation & Refund Policy: All transfers incur a 10% transfer fee.

A 50% refund of fees will be paid if the organisation cancels the class within fourteen (14) days of the commencement date of the course

A full refund of fees will be given if St John Ambulance Australia (NSW) cancels a class or the organisation gives fourteen (14) days notice in writing before the commencement date of the course.

OFFICE USE ONLY				Checked & confirmation notice sent	
Customer ID	Class number	Invoice number	Stores Req number	Date	Initials
Trainer		Assessor			