



Level 1, Suite 2, 902 Mt Alexander Rd, Essendon Vic 3040
 Phone: 1300 731 451 Fax: 03 9372 9382
 Email: info@integritybusinesscollege.com

IBC Ref No:.....
Your Ref No:.....

Booking Form

Company Name:	Date:
Contact Name:	Phone No:

Participant & Course Details: Existing Client Yes/No New Client Yes/No

Course Name	Level	Course Date	Participants Name	Price
Rates: Standard Yes/No Corporate Yes/No Special Yes/No				
Please circle one of the above rates				Total

Bookings /Cancellation and Transfers: You can transfer or cancel your booking without penalty, provided five (5) full working days notice of postponement or cancellation is given in writing or email or full fees will be payable. Payment in full will be required if the transfer or cancellation does not meet these conditions. However, a substitute participant may attend at no extra charge. Transfers are available upon further advice with IBC's booking officer.

Payment:

Unless other arrangements have been made, Integrity Business College requires payment prior to the course. Please circle one of the payment options below.

Account/Invoice Prepaid Voucher Cash

Account/Invoice Billing Address and Contact Details to be provided below:

Company:	Phone No:
Contact:	Position:
Billing Address:	
Email Address:	Signature

Credit Card Payment (Please circle one of the cards below)

Visa MasterCard

Card Number:...../...../ CVV Expiry Date:...../.....

Card Holders Name:.....

Disclaimer & Privacy Statement: Integrity Business College (IBC) will endeavor to place participants on courses nominated. IBC reserves the right to change course dates, course pricing and cancel courses. **Privacy Statement** - Integrity Business College Australasia Pty Ltd is a Registered Training Organisation (RTO), which is an organisation registered under the Workplace Relations Act 1996. We acknowledge and are committed to protecting your privacy. Some of the details you have provided to us in the Enrolment/Booking Form is personal information and or personal and sensitive information as defined by the *Information Privacy Act 2000 ("The Act")*. The information provided will not be disclosed to any third party, except where Integrity Business College Australasia Pty Ltd RTO uses contract trainers in the provision of your training, the employer, or when you are undertaking the "on the job" component of your traineeship and OTTE ("third parties"). Such disclosure to government is required of Integrity Business College Australasia Pty Ltd RTO as a registered training provider under the terms of the Performance Agreement we have entered into with OTTE. You are able to access the information provided in this form by contacting Integrity Business College Australasia Pty Ltd Privacy Officer.

This form is to be emailed to info@integritybusinesscollege.com or faxed to 03 9372 9382 Bookings are automatically confirmed upon registration.