

# ENROLMENT FORM

Surname .....

First name .....

Mailing Address .....

Suburb ..... Postcode .....

Tel (H) ..... Tel (W) .....

Fax ..... Mobile no. ....

Email .....

Male  Female Date of birth: \_\_\_ / \_\_\_ / \_\_\_

Do you like to receive our Environment & Health Newsletter

Yes  No

If you consider you need assistance for a course please specify

.....

## In which seminar(s) are you enrolling?

Course name .....

Course code ..... Fee \$ .....

Course name .....

Course code ..... Fee \$ .....

Yes I do apply for an early bird discount

I enclose herewith my payment of \$..... by:

**Method of payment (please tick)**  Cheque/Money order

Bankcard  Mastercard  Visa  Cash

Credit card no. (if applicable)

\_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_

Expiry date \_\_\_ / \_\_\_ / \_\_\_ Amount payable: \$ .....

Cardholder's name.....

**I have read and agreed to the non refund or transfer enrolment conditions over page.**

Signed..... Date .....

## HOW TO ENROL

Complete the enrolment form.  
Attach your cheque/money order or credit card details payable to International Institute for Environment and Health Solutions

Choose one of the following ways to enrol in our Program:

1. By phone (07) 5562 1501 between 9am - 4.30pm Mon-Fri and have your credit card details ready
2. By fax (07) 5562 1501 with your signed credit card details
3. Mail your application and payment to head office in Robina:  
IIEHS PO Box 215 Robina DC  
4226 QLD; Australia

Tel: (07) 5562 1501

Fax: (07) 5562 1501

E-mail: [IIEHS@bigpond.net.au](mailto:IIEHS@bigpond.net.au)

**WE DO NOT CHARGE GST AS IIEHS IS CURRENTLY NOT REGISTERED FOR GST**



**International Institute for Environment and Health Solutions (ABN 91856909839)**

# TERMS AND CONDITIONS

## ENROLMENT CONDITIONS

Places will be allocated in order of receipt of payment. Remember to book early to secure your place.

All enrolments will be acknowledged by mail. If you do not receive this advice at least three days prior to course commencement, please phone our office for details.

Enrolments are taken up to the commencement date if places are available.

## FEES REFUNDS

International Institute for Environment and Health Solutions (IIEHS) applies the following policy in assessing eligibility for refunds.

- > If IIEHS cancels a course in which you have enrolled and fees have been paid, a full refund of all fees will be approved. Please allow up to three weeks for the refund to be processed.
- > No refund will be granted after fees have been paid, unless the course is cancelled.
- > Non-attendance at your enrolled course does not warrant a refund. You may substitute a student to take your place.
- > In exceptional circumstances, consideration will be given to variations to this refund policy.

IIEHS reserves the right to alter any of the arrangements for classes either before or during the program.

## PRIVACY

All personal information provided will be handled confidentially in accordance with Privacy Act 1988.

## CERTIFICATES

Certificates for seminars and workshops completed are issued immediately after finishing the seminar.

## FEEDBACK – COMPLAINTS OR PRAISE

Please let us know if you have enjoyed your course or if you have any suggested improvements, we would like to hear from you. Either call us on 07 3423 2594 or write to us.