Swinburne University of Technology

Centre for Engineering, Technology & Trades

Trade Short Course Programs Registration Form

# To register, complete and forward the registration form with payment to one of the options below.

Some courses fill quickly. Early registration is recommended to avoid disappointment.

# Please choose your course carefully. Swinburne is not obliged by law to refund, transfer or issue a

# credit note if you choose the wrong course, change your mind or your circumstances change.

 **Registration Information**

## Confirmation

All applications will be acknowledged. Please keep all correspondence as proof of registration.

## Course cancellations

If Swinburne cancels your course, we will refund your fees in full.

## Refund

Please choose carefully. Once processed your course fee will not be refunded if you change your mind or your circumstances change.

## Public holidays

We do not run courses on public holidays. If in doubt, please contact us

Email: trades@swin.edu.au

## Transfer

Transfers to other courses can be organised. You must provide notice in writing at least 5 working days prior to commencement of the course for which you are registered.

|  |
| --- |
|  **Course details**  |
| **Course title** | **Code** | **Start date** | **Location** | **Fee** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total: $** |  |

 **Participantdetails**

# Surname: First name:

Address: Suburb: Postcode:

# Business telephone: Home telephone:

Mobile phone

# Email Date of birth:

Yes

No

Past student

 **Payment details**

# Cheque Money Order VISA Mastercard

Card No Expiry / CCV Name on credit card: Signature:

# TOTAL AMOUNT $

 **Invoicing details – Swinburne University of Technology will invoice your company**

|  |  |
| --- | --- |
| Company funded: Yes No Person authorising training: | If **Yes**, please ensure all fields below are completed�Position: |
| Company name: | ABN: |  |
| Accounts contact: | Telephone: | Email: |
| Billing address: |  |  |
| Telephone: | Email: |  |

**Once you have filled in this form, you can:**

**Email us**

Return your scanned form to:

## trades@swin.edu.au

**Call us**

## 1300 794 628 (option1)

With your credit card details 9.00am–4.00pm Mon–Fri

**Visit us**

## 369 Stud Road, Wantirna

Office hours: 9.30am–4.15pm Mon–Fri

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Trade Short Course Programs Questionnaire

 **NAME**

Please answer the following questions

1. Have you completed any welding qualification? Yes No

If yes, please provide the name of the qualification and year completed

1. Do you weld at home? Yes No

If yes, what welding machine do you have at home

1. Do you weld at work? Yes No

If yes, what welding process do you use

1. Which welding process do you have more experience with?

1. What do you hope to gain from the course?

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