



Course Booking Form

The information on this form provides Mines Rescue Pty Ltd with the details required to accurately process participant enrolment. The information provided forms part of the confidential student record kept by Mines Rescue Pty Ltd. Please refer to the Participant Handbook for information on our Privacy Policy. Please complete all requested information. If you have any questions please contact your local Mines Rescue station (see contact details on back of this form). We will accept multiple enrolments from the one company for the same course - please use additional Participant Details Section overleaf.

Please tick if booking in more than one participant - MULTIPLE BOOKINGS

1. COMPANY DETAILS		<i>This section to be completed by employer/company representative only. If you are a participant who is <u>not</u> sponsored by an employer, please go straight to section 2 below to complete your details.</i>	
COMPANY TO INVOICE:			
COMPANY CONTACT PERSON:		ABN required	
POSTAL ADDRESS:			
		POST CODE:	
PHONE:			
EMAIL FOR INVOICES:		ORDER NO.	
ACCOUNTS CONTACT PERSON:		PHONE:	

2. PARTICIPANT DETAILS:		<i>Please complete details in full where they are requested. Please use full name & details as shown on licence/passport. Employers should, where possible, complete as much information about employees in this section to assist with enrolment processes.</i>	
GIVEN NAMES:		GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female
LAST NAME:		D.O.B	
POSTAL ADDRESS:			
		POST CODE:	
MOBILE:		PHONE:	
EMAIL:			

3. COURSE REQUEST (please tick)	DATE & LOCATION



4. PAYMENT DETAILS & DISCLAIMER

If you wish to cancel or transfer your enrolment we MUST receive at least 5 working days written notice to enable re-allocation of your place to another participant, otherwise the FULL course fees will be charged. You may send a replacement participant however, please advise of the change in participant details by contacting the relevant Mines Rescue Station.

Mines Rescue has a number of policies that relate to course participants such as Refunds, Recognition of Prior Learning (RPL) and Pricing. For details refer to the Participant Handbook located on the Mines Rescue website or contact station staff.

By submitting this Course Booking Form you agree to the conditions of enrolment and the refund policy outlined in the Participant Handbook.

COMPANY ORDER NUMBER OR FULL PAYMENT PRIOR TO COURSE COMMENCEMENT IS REQUIRED.

PLEASE NOTE THAT CASH AND CHEQUES ARE NOT ACCEPTED. CREDIT CARD*, INTERNET DIRECT DEPOSIT OR MONEY ORDER PAYMENT ONLY. *PLEASE CONTACT ADMINISTRATION TO MAKE A PAYMENT VIA CREDIT CARD.

Bank details: BSB: 012-003 Account #: 836637941

A receipt must be presented when participants attend the course.

For enquiries, please contact your local Mines Rescue Station (see contact details on bottom of this page)

5. MULTIPLE BOOKINGS

For use of multiple bookings from one company for SAME COURSE ONLY.

Please complete details in full where they are requested. Please use full name and details as shown on licence/passport. Employers should complete as much information about employees as possible in this section to assist with the enrolment process.

PARTICIPANT DETAILS:

PARTICIPANT 2	GIVEN NAMES:		GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	LAST NAME:		D.O.B		
	POSTAL ADDRESS:			POST CODE:	
				PHONE:	
	MOBILE:		PHONE:		
EMAIL:					
PARTICIPANT 3	GIVEN NAMES:		GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	LAST NAME:		D.O.B		
	POSTAL ADDRESS:			POST CODE:	
				PHONE:	
	MOBILE:		PHONE:		
EMAIL:					
PARTICIPANT 4	GIVEN NAMES:		GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	LAST NAME:		D.O.B		
	POSTAL ADDRESS:			POST CODE:	
				PHONE:	
	MOBILE:		PHONE:		
EMAIL:					

Hunter Valley Mines Rescue Station
6 Lachlan Ave
Singleton Heights NSW 2330
p: 6573 9000 f: 6573 2007
hvmrs@rescue.coalservices.com.au

Newcastle Mines Rescue Station
533 Lake Road
Argenton NSW 2284
p: 4922 4400 f: 4958 3504
nmrs@rescue.coalservices.com.au

Southern Mines Rescue Station
PO Box 41
Corrimal NSW 2518
p: 4286 5499 f: 4285 1397
smrs@rescue.coalservices.com.au

Western Mines Rescue Station
PO Box 338
Lithgow NSW 2790
p: 6350 1000 f: 6352 3684
wmrs@rescue.coalservices.com.au