

Course Enrolment Form



To enrol in a course, please:

1. Confirm that you have financial approval from your school.
2. Check that course positions are available. This can be done by reviewing the website www.tta.edu.au
3. If there are positions available, **please enrol online at www.tta.edu.au** or fax this form to **1300 667 691**
4. We will send you a course confirmation sheet by return fax and/or email, and will fax an invoice to the accounts department at your school (Please contact us if you haven't received this within 3 days of enrolment). Until you receive this confirmation, your enrolment is not complete, and your position in the course not certain.
5. You should then arrange for payment to be made at least **7 days prior** to the course date. If you are enrolling just prior to the course date, then payment should be arranged within 7 days.
6. If your situation changes, and you are unable to attend a course, please notify us at least 7 days before the course date for a full refund or credit towards a future course. In the case where cancellation notification is less than 7 days prior to the course date, course fees cannot be refunded, but a credit will be issued if there is a valid reason for the cancellation.

Please enrol the following staff in the courses listed -

PLEASE PRINT FOLLOWING INFORMATION

Name of teacher/s attending	Course Code	Course Date	Mobile/Home ph (for urgent contact only)	Email address (to send course confirmation)	Teachers main subject area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Teacher Accreditation No (Institute of Teachers).....</i>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Teacher Accreditation No (Institute of Teachers)</i>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Teacher Accreditation No (Institute of Teachers)</i>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Teacher Accreditation No (Institute of Teachers)</i>					

Please note, by submitting this enrolment form you are confirming that you have been given financial approval by your school to attend this course.

Contact Details

Name of school or institution	School Address	School telephone	School fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>