



OilSafe Solutions Training Booking Form

Course details

Course title		<input type="text"/>	
Course fee (per person)	Course date/s		
<input type="text"/>	<input type="text"/>		
Venue	Number of participants		
<input type="text"/>	<input type="text"/>		

Booking information *(complete either 1 or 2)*

1. **Booking by company** *(if a company is making the booking and paying for the training, fill in this section).*

Company/business name		Date of booking	
<input type="text"/>		<input type="text"/>	
Booking person's name	Booking person's email address	Booking person's phone no.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Purchase order no.	Invoice email address	Invoice phone number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2. **Booking by individual** *(if you are making the booking & paying for the training yourself, fill in this section)*

Name	Email address	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Course attendees

3. **Course attendees**

First name	Family name	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please email completed booking form to: admin@oilsafesolutions.com.au

Booking terms and conditions

1. On receipt of the booking, OSS will issue an invoice for the full amount.
2. Payment must be received for all bookings at least 5 working days before the start of the course.
3. Companies can confirm with a Purchase Order (*please attach with this booking form*). Terms of payment are 7 days from date of invoice and prior to course commencement.
4. Payment method is electronic transfer to:
Commonwealth Bank of Australia BSB: 006-124 Account No: 1022-4100
5. A place in the course will be confirmed once payment has been received.
6. OSS reserves the right to cancel or defer the course at its discretion. If this should occur, an alternative date will be offered or a full refund will be paid. OSS will not be held liable for any costs resulting from cancellation of the course.

Refund policy

1. All cancellations must be received in writing by an authorised person (*email is acceptable*).
2. Cancellations made 11 or more working days before the start of the course will receive a full refund.
3. Cancellations made 6-10 working days before the start of the course will receive a 50 percent refund.
4. Cancellations made 1-5 working days before the start of the course will receive no refund.
5. Changing to another course date may be made at no additional cost if a change request is made in writing and is provided 5 or more working days before the start of the course.
6. If deferring to another course date, this must be completed within 6 months from date of booked course, otherwise the total fee fees will be forfeited.
7. If a person fails to attend a course that they have enrolled in, no refund will be made.

Under the Privacy Act 1988, OSS will not disclose your personal information to any third party other than your company and regulatory agencies for the purpose of mandatory reporting.

Thank-you for choosing OSS

**We look forward to sharing our knowledge and experience with
our students in a participative learning environment**

Level 3, 1060 Hay Street
West Perth WA 6005
Tel: +61 8 9480 0430

www.oilsafesolutions.com.au