



Industry specific training and consultation

## CREDIT APPLICATION

### APPLICANT INFORMATION

Full Company or Business Name:

Trading Name:

Current address:

State:

Post Code:

Telephone Number:

Facsimile Number:

Email Address:

Website:

### BUSINESS INFORMATION

Business Type:

Entity Type:     Sole Proprietor     Company     Partnership     Government

ABN:

Date Business Commenced:

Main Contact Person:

Position:

Telephone Number:

Email Address:

Contact for Accounts:

Position:

Telephone Number:

Email Address:

### TRADE REFERENCES

1. Company Name:

Address:

Contact:

Telephone Number:

2. Company Name:

Address:

Contact:

Telephone Number:

3. Company Name:

Address:

Contact:

Telephone Number:

### DECLARATION

To be signed by an authorised person representing the Applicant.

I declare:

- The information given above is correct and hereby apply for credit facilities for the purpose of purchasing training services from Key Skills Training,
- I have read the Booking Conditions and Refund Policy attached and agree that all purchases will be governed by these Booking Conditions and Refund Policy, and
- Acknowledge the Applicant accepts responsibility for payment of invoices for all courses booked by a staff member of the Applicant either online via the Key Skills Training Agents Login or by submitting a completed booking form.

I authorise Key Skills Training to verify the information provided on this form and to make enquiries about the applicant from the trade references provided above.

Signature:

Date:

Name and position of authorised person signing on behalf of Applicant:



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#### **Booking Conditions:**

- All invoices are to be paid within 14 days from the date of booking (date of invoice).
- Any issues relating to invoices must be addressed within 3 working days from date of invoice.
- If you or your client / employee fail to attend a course, the course fee will not be refunded or allocated to another course.
- If you or your client / employee are sick on the day of a course and can support this with a medical certificate you will be rescheduled to another course within 4 weeks at no extra cost.
- If you need to reschedule a course date a minimum 48hrs notice is required and a \$20 rescheduling fee applies. Less than 48hrs notice to reschedule will incur a rescheduling fee of 50% of the full course fee.
- If you or your client / employee are more than 10 minutes late to or don't have the correct Identification you will not be admitted into the course and a rescheduling fee of 50% of the full course fee will apply.
- If you need to cancel a course a minimum 48hrs notice is required and a \$40 cancellation fee per course will apply.
- All courses must be completed within 3 months of the original booking.

#### **Refund Policy:**

- Key Skills Training reserves the right to cancel, postpone or re-schedule courses due to low enrolments or unforeseen circumstances.
- If a course is cancelled by Key Skill Training, participants have the option of rescheduling to the next available date or receive a full refund of the course fee paid. No further monies will be paid by Key Skills Training for any other expenses the participant has or may incur.
- If you cancel a course the cost of any course material provided to you by Key Skills Training will be deducted from your refund.
- Refunds must be applied for in writing by completing a Refund Course Fee request form, which can be downloaded from our website.
- If your refund is approved, monies will be returned to you only by the means in which they were paid.
- If the course fee was paid by a third party, the third refund will be refunded the course fee less any costs.
- No postage fees will be refunded.