ISPS Course Enrolment Form

Thank you for choosing Osprey International

Unit 10/3 King Edward Road
OSBORNE PARK WA 6017
Phone: +61 8 9449 6555
Email: marsec@oam-group.com

Course Cost $2,552.00 (Inc GST)

Please select a course:	Date of Course: / / 2027 to / /2027
☐ **PFSO/OFSO** **or** ☐ **SSO/CSO**	*(Please note course duration is 3 days)*

PARTICIPANT DETAILS	
Surname:	Given Names:
Date of Birth:	Place of Birth:
Postal Address:	
Mobile:	Work:
Email:	
Please tick most applicable: ☐ Self-funded by participant ☐ Employer funded	
Employer:	Position held:
USI Number: *(Mandatory to enrol in course)*	

PAYMENT – *to enrol, please return enrolment form with FULL PAYMENT of $2,552.00 (inclusive GST) to:*

☐ EFT payment:

☐ Purchase Order number: _____

AMOUNT $2,552.00 (inc GST)

ENROLMENT TERMS & CONDITIONS

- Please ensure you read and agree to our terms and conditions of enrolment on the reverse side of this form.
- By enrolling into one of our courses you are accepting these terms and conditions.
- To avoid delays in the processing of your enrolment please ensure all sections above are completed and accurate.
- It is the participants responsibility to advise Osprey International of any change to details submitted on form.
- No certificates will be issued until full payment is received.

☐ Participant
☐ Representative

Name: _____ Signature: _____ Date: _____

TERMS AND CONDITIONS OF ENROLMENT

- Osprey International payment fees are due within 7 days from invoice.
- **No certificate** will be issued until full payment is received.
- Payment can be made by EFT, we do not accept credit card payment.
- Submitting an enrolment form does not guarantee a place on the course, all successful enrolments will receive a confirmation email prior to the course.
- Course places are limited and allocated in order of registration.
- Course dates, times and fees are subject to change and minimum number of participants are required for course to proceed. Should a change occur, every effort will be made to advise participants. **Please be aware of this condition in relation to travel arrangements.** Osprey International will not reimburse for any costs incurred if course is cancelled or rescheduled.
- In the event of course cancellation by Osprey International we will endeavour to notify the participant; and if employer funded, their company representative if applicable, as soon as possible. A full refund will be issued. A transfer option may be offered for participants to attend the next available course if available.
- Cancellation of a participant's enrolment must be in writing.
- Notification of cancellation by participants prior to the course date may incur the following administration fees
  - More than 5 working days from course start date: Full refund
  - Less than 5 working days from course start date: 10% of the course fee
  - Participants who fail to show or commence training and withdraw at any point during the course will be charged 50% of the course fee except under special circumstances and at the discretion of Osprey International.
- For participants who are no longer able to attend a course they have been enrolled in, they may seek a transfer to the next available course given positions on the course are available, requests must be in writing prior to the commencement of the course.
- You can elect a substitute to attend in your position, however this is at the discretion of Osprey International.
- All participants must provide a valid USI.
- All courses are strictly 100% attendance and where necessary participants must complete and pass all exercises and assessments to qualify for an Osprey International/South Metropolitan TAFE certificate, unless exemptions are given.
- By submitting an enrolment form the participant gives consent to disclose personal information to Osprey International.
- For employer funded enrolments, we may disclose information to your employer including course query correspondence, administration, our course confirmation email, attendance and assessment details.
- In the event an enrolment form is submitted and signed on behalf of the participant the representative confirms they have obtained consent to disclose your personal information to Osprey International.
- Our courses are conducted in partnership with South Metropolitan TAFE, it is a condition of enrolment that we may disclose personal information of participants for the purposes of enrolment, administration and certificate issuance.
- Course records will be maintained in accordance with our course records management policy and procedures.
- Our course feedback survey is optional, you can provide feedback anonymously or provide details if desired. Surveys are conducted to evaluate customer satisfaction on our services provided and help us to continually improve.
- Hard copy certificates will be posted to the participant to the nominated postal address on form. For employer funded enrolments a PDF copy can be provided.
- It is the responsibility of the participant to advise Osprey International of any change to details submitted on form.

** *Working days are Monday to Friday.*