



## Booking Form

First Aid Certification and Training  
34 South Terrace  
Adelaide  
5000

Tel: 08 7226 5936

Email: [info@factadelaide.com](mailto:info@factadelaide.com)

Web: <http://www.firstaidcertificationandtraining.com.au/>

**Course Date :** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

Company or Organization Name \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work/Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Form Attached YES / NO

ADDRESS FOR TRAINING: Please give clear instructions to allow trainer to locate you.

ADDRESS:

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\*PLEASE ensure trainer has parking with direct access to ensure equipment can be taken in safely.

ADDITIONAL DIRECTIONS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form FACT Adelaide Via Email: [Info@factadelaide.com](mailto:Info@factadelaide.com)

### **\$300 non-refundable booking fee to CONFIRM course date and time.**

- The \$300 Booking deposit will be deducted from the final invoice however, if you cancel within 7 days of your booking date there is NO REFUND of the \$300 booking deposit .
- Bookings are not confirmed until all forms are completed and returned to us with the \$300 deposit.
- Minimum of 12 people for private bookings held either offsite at your location or our training centre.
- Pre Study is a Mandatory requirement for all First Aid training courses. Any student who Fails to complete the pre study will not be allowed to take part in the training.(Full fees will still apply)
- People who fail to turn up on the day of training will still be added to the invoice.
- USI numbers MUST be completed and returned prior to course date. <http://www.usi.gov.au>. This is a government requirement.
- Travel fee of \$150 will be charged for travel 30-80kms from our office location(Adelaide CBD). A fee of \$250 for travel further than 80km.\$150 surcharge applied to sat/sun classes.
- In date Photo ID(passport.Drivers licence.Proof of age) must be provided and verified on the day of training.



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Course Type	Course Length Hours	Cost per Person 12(min)	Cost per Person 19-24	Cost per Person 25+	Please indicate here number of students that require training.
HLTAID001 Provide Cardiopulmonary Resuscitation	2 Hrs	\$48	\$45	\$38	
HLTAID002 Basic Emergency Life Support	3-4 Hrs	\$89	\$85	\$80	
HLTAID003 Provide First Aid (Senior First Aid)	6-7 Hrs	\$99	\$95	\$90	
HLTAID004 Provide First Aid in a Child Care or Education Setting (Inc: Asthma/Anaphylaxis incident reporting and the Hierarchy of Control).	8-10Hrs	\$130	\$125	\$120	
22298VIC Provide Basic oxygen	2-3 hrs	\$99	\$99	\$89	
HLTAID006 Provide Advanced First Aid	10-12 Hrs	\$210	\$199	N/A	
HLTAID007 Provide Advanced Resuscitation	2 hrs	\$150	\$150	N/A	
TLIL1101A Manual Handling	3-4 hrs	\$90	\$90	\$85	
UETDRRF06B Perform Rescue from a live LV Panel	4 hrs	\$109	\$99	N/A	
CPCCOHS1001A Working Safely In the Construction Industry (White Card)	6 Hrs	\$109	\$99	\$95	

Please remember any student that fails to complete any required pre study will not be permitted to take part in training and will be marked as Not Yet Competent.



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### PAYMENT METHOD – SquareUp Invoicing Management System

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Individual authorizing payment approval for bookings: \_\_\_\_\_

(Final Account Payment will be as per numbers booked on form, Final invoice amount will be altered if people are added to the course )

#### Payment Method:

Please tick your approved payment method

**Full Payment** of invoice is required within 7 days from completion of training. All certificates will be held until invoices have been finalized.

#### Cancellation Policy & Terms and Conditions that apply to group bookings:

1. Bookings are not confirmed until we have received all forms completed and signed and the \$300 booking fee has been made.
2. Payment is required within 7 days of invoice issue date. All certificates will be held until invoice has been finalized.
3. Please ensure trainer is met, parking arranged if required and we are supplied with mobile contact • Group sizes and prices as stated, as booked on your booking form. If your numbers alter (more people added) on the course date your invoice will be altered to reflect this.
4. Only ONE invoice/receipt will be issued per booking.
5. Certificates will be issued within 7 days of the date of training once invoice has been finalized.
6. There are no refunds for anyone that fails to turn up to booked classes or do not complete required components.
7. If employees leave prior to completion they will not receive a certificate until they have recompleted the full session.
8. Pre Study is Mandatory and any student that fails to complete the Pre Study prior to the start of the course will not be permitted to complete the training on the day. Full fees apply for that student.
9. Failure to pay invoice by due date will void all applied discounts.
10. \$150 surcharged applied to all sat/sun courses per day.

**I have read and understand both the requirements and its terms and conditions prior to signing this booking agreement.**



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Print Name : \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_