

# Rescheduling Application Form

Master Builders Association of Victoria

## STUDENT DETAILS

Title:	<i>Mr/Ms./Mrs</i>	Full Name:	<i>First Name</i>	<i>Last Name</i>
Mobile:		Email (compulsory)*:		
Course Name:				
Cluster (e.g. Estimating Principles)		Group No.		
<b>**Note: Use one form per cluster</b>				
REASON: The reason I missed/will miss my training session/s is ...				

## RESCHEDULE CLASS DATES

Please tick: <input type="checkbox"/> Full cluster missed <input type="checkbox"/> Session/s missed, not full cluster							
WRITE DATES MISSED BELOW:				OLD GROUP NO:			
Date	Date	Date	Date	Date	Date	Date	Date
WRITE PREFERRED NEW DATES BELOW:				PREFERRED NEW GROUP NO:			
Date	Date	Date	Date	Date	Date	Date	Date

## TRANSFER ENROLMENT FROM ONE STUDENT TO ANOTHER

NEW STUDENT DETAILS							
Title:	<i>Mr/Ms./Mrs</i>	Full Name:	<i>First Name</i>	<i>Last Name</i>			
Mobile Number:		Email (compulsory)*:					
Student Signature:				Date:	DD/MM/YYYY		
<i>If the student is under 18 years of age:</i>							
Parent/Guardian Signature:				Date:	DD/MM/YYYY		

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## CALCULATE YOUR FEE

- No fee - I notified the Training Logistics Team in writing at least 5 full working days before the missed session/s.
- No fee - Medical reason (*please attach a copy of your medical certificate*).
- None of the above - pay \$50 per cluster/session.

My fee is \$\_\_\_\_\_.

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## PAYMENT DETAILS - CREDIT CARD (Only the following are accepted):

Master Card \_\_\_\_\_  Visa \_\_\_\_\_ Please debit card for \$ \_\_\_\_\_

Card Number: \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ Expiry Date: \_ \_ / \_ \_

Name on card: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

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## CONFIRMATION OF APPLICATION

The Training Logistics Team will email the confirmation (or a request for alternative dates) to the email address provided in this application form. You should check your email for the reply.

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## TERMS AND CONDITIONS - RESCHEDULE OF TRAINING DATES

1. You can only reschedule to attend classes you have missed. You cannot re-attend classes you have already attended.
2. All enrolments are subject to MBAV Terms and Conditions.
3. All rescheduling and transfer requests must be made in writing using this Rescheduling Application Form.
4. Rescheduling and transfers to new course dates are subject to availability. We cannot guarantee that you will be able to change to the dates you request.
5. If a rescheduling fee is required, you must provide payment with the Rescheduling Application Form. If we do not receive the correct fee with the Form, your application cannot be processed.
6. Fees are charged as stated in the Rescheduling Form.
7. The fee is non refundable. If you don't attend the rescheduled session/s, there is no refund of fees.
8. If you cannot attend your course and you notify Master Builders Training Department at least five (5) working days before the commencement date of the course, you may request one of the following:
  - A full refund of course fees, minus the applicable administrative fee (see below).
  - Transfer to another course, subject to availability.
  - Substitution of another person to attend the course in your place (subject to approval).

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9. You must reschedule the class within 7 days of notifying the Training Logistics Team, or you may need to withdraw from the unit/cluster and re-enrol.

## **Administrative Fees**

A non-refundable booking fee applies for all courses as follows:

- Courses of 1-4 days duration: \$40
- Courses of 5-10 days duration: \$80
- Courses of over 10 days duration: \$100.