

Course Fee Payment Agreement - Traineeships

Trainee Name			
Company Name			
Company Postal Address			
Suburb		Postcode	

Contact for Accounts -invoices will be emailed to this person for payment as per terms below

Name:		Position:	
Phone:		Fax:	
Email:			

Jigsaw Training Academy Training Services:

Up to ten 2-hour training sessions, training resources, on-going support and monitoring, assessment services, and the issuing of a qualification upon successful completion of course.

Terms and Conditions

You are required to select a payment method on page 2 of this agreement.

\$300 Enrolment Fee	Invoice to be issued upon enrolment and must be paid within 7 days of receipt. Training will NOT commence until this is paid in full. This enrolment fee is non-refundable.
10 x \$320 Monthly instalments	Invoices will be issued at the start of each month for 10 months and emailed to the nominated accounts person listed above. Accounts are strictly 7 day terms. Training will not take place if monthly accounts are outstanding.
Total \$3,500	

Where the training is cancelled before the commencement of the course the enrolment fee will not be refunded.

If training is cancelled after the course has commenced the employer shall be invoiced for any training sessions conducted up to the cancellation date at a rate of \$320 per training session.

Early completion of a course requires complete & full payment of course fees within 7 days of invoice. Qualifications will not be issued until full payment is received.

I acknowledge and accept that this is a binding agreement between Jigsaw Training Academy (NPN 31360) and our organisation. I have read and understand this Course Fee Payment Agreement and agree to abide by the terms and conditions in this agreement and pay the entire course fees.

Signed on behalf of Company:		Signed on behalf of Jigsaw:	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	

Method of Payment for Course Fees

Please tick the preferred payment method.

If you wish to pay by credit card complete the details at section 2.

1.	Direct Bank Credit <input type="checkbox"/> Tick here	Please make electronic payments to the following Bank Account. Bendigo Bank BSB 633 000 Account 127351971	
2.	Credit Card Option <input type="checkbox"/> Tick here & complete details	Name on card	
		Card number	
		Expiry Date	
		I _____ the above mentioned card holder authorise Jigsaw Training Academy to debit my credit card at the start of each month for the amounts of one payment at \$300 and 10 monthly payments of \$320 totaling complete course fees of \$3500.	
		Signature	
		Date	

Note: Personal cheques will not be accepted.