

Course Fee Payment Employer Agreement (FFS)

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|-------------------------|--|----------|--|
| Participant Name | | | |
| Business Postal Address | | | |
| Suburb | | Postcode | |

Business Accounts Contact (This is the person who will receive the monthly invoices)

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|--------|--|-----------|--|
| Name: | | Position: | |
| Phone: | | Fax: | |
| Email: | | | |

Course Details:

| | |
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| Course code: | |
| Course name: | |
| Course Start Date: | |
| Course Cost: | |

Terms and Conditions

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

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|---------------------------------|--|
| 1 @ Up Front Payment of \$_____ | Includes an enrolment fee of \$300 that is non-refundable. A completed invoice will be issued. Our refund policy is detailed in the Participant Handbook. |
|---------------------------------|--|

OR

| | |
|---|---|
| \$300 Enrolment Fee | 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 \$_____ Monthly instalments | Invoices will be issued at the start of each month for 10 months and emailed to the nominated accounts person listed above. These invoices must be paid within 7 days of receipt to avoid suspension of your enrolment. Training will not take place if monthly accounts are outstanding and course materials may be withheld. |

Jigsaw Training Academy (JTA) will provide all necessary course materials deemed as necessary for completion of the course. Postage of documents to JTA will be at participants own expense.

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. Cancellations must be in writing.

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.

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.

| | | | |
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| 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 \$ _____ totaling complete course fees of \$ _____. | |
| | | Signature | |
| | | Date | |

Note: Personal cheques will not be accepted. Business cheques may be accepted by prior arrangement. If cheque payments are approved by Jigsaw Training Academy they must be received at least 5 working days prior to the next training date.

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: | |