MONASH University

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT
COURSE ENROLMENT FORM

Please complete this form and return to the Training and Information Co-ordinator, Occupational Health, Safety and Environment, Clayton. The closing date for applications is two weeks prior to the commencement of a course. **Unless otherwise notified by OHSE, participants will automatically be enrolled into their first course preference** and will receive course details approximately 1 week prior to commencement.

Course Details

Course Title: .....

First Preference:

Course Code No: .....

Course Date(s): .....

Course Cost: ..... *(If applicable)*

Second Preference:

Course Code No.: .....

Course Date(s): .....

Course Cost: ..... *(If applicable)*

Applicant's Details

Surname: ..... Given Name: .....
(Prof./Dr./Mr./Mrs./Ms.)

Staff: ❑ **Note:** If you are a manager or a supervisor, please tick either of the following:
Manager ❑ or Supervisor ❑

Student: U/G Student ❑ P/G Student ❑ Honours Student ❑

ID No.: ..... Department: .....

Building No./Name: ..... Campus: .....

OHSE Zone: ..... Ext. No: .....

E-Mail Address: .....

Signature: ..... Date: .....
(Applicant)

Approval

I approve the attendance of the above staff member/student at the Occupational Health, Safety & Environment course detailed above and acknowledge that course attendance fees (if applicable) will be deducted via general ledger from the following account:

❑❑❑❑❑ ❑❑❑❑❑❑ ❑❑❑❑❑❑❑

(Account Code) ***(Cost Centre)*** ***(Fund)***

Signature: ..... Date: .....
(Head of Cost Centre)

Cancellations

A full refund will ***only*** be provided by OHSE where notification is received no less than **seven (7)** days prior to the commencement of a course. A 25% surcharge will be applied to those cancellations received no less than **three (3)** days prior to the commencement of a course. **No refund** will be given for cancellations notified after such time as detailed above.

The information collected on this form is collected for the primary purpose of processing your application to attend a Monash University training course or event. Other purposes of collection include communicating with you, program administration, reporting and de-identified statistical analyses. The information may also be disclosed to a third party training provider (if relevant) for course delivery purposes. If you choose not to provide all of the information requested on this form, it may not be possible to meet your training requirements.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6048.