

Name of Organisation / Individual	
Address	
Contact Name	
Mobile Contact No.	
Email	
ABN	

COURSE DETAILS	
Name of Course	
Date of Course	
Duration of Course (No. of days/weeks)	
Start / Finish time of Course	
Describe the content of the course and its outcomes	
Briefly outline your qualifications or work/life experience relevant to the course	
What, if any, materials will students require to participate in the course	
How will these materials be provided – students to acquire or provided by tutor?	

Do you require the use of DNC facilities to produce class materials? If so, what are your requirements?	
Are participants issued with a certificate on completion of the course? If yes, who issues the certificate?	

PARTICIPANT FEES	
Fee per student, per term/session	
Are you offering any concessions?	
Do you consent to students in hardship paying in instalments?	
Minimum No. of students	
Maximum No. of students	

If students are under 18 years of age, a Working with Children Check (WWCC) is mandatory. Please ensure your WWCC is seen and copied by DNC staff upon confirmation, otherwise the course will be cancelled.

CONSENT: By signing this form you consent to:

- Supply DNC with a 1 paragraph outline of the Course suitable for Marketing and a 1 paragraph profile of yourself.
- Supply DNC with some promotional photographs, if available.
- In lieu of room hire: DNC deducting 20% of the total student fees to cover booking and administration costs, marketing and room hire fees.
- For contracted tutors: Send DNC a Tax Invoice (inclusive of ABN) at completion of the course for tutor fee.
- Where applicable for independent fee for service requiring marketing support: DNC will charge you an upfront fee of \$25.00 per Term, for promotion in the printed Term Brochure, the DNC website and other online and social media platforms. I understand this fee is non-refundable and is payable on submission of this form.

\$25 Marketing Fee to Paid by: Cash: Cheque: Credit Card: MC/Visa only

Credit Card No.: _____

Exp: ___/___/___ CVV Code: ___ __ _

Signed _____

Date ___ / ___ / 2023

Signed DNC _____

Date ___ / ___ / 2023