

# TRAINEE AGREEMENT & ENROLMENT FORM



## TRAINEE INFORMATION

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Driver's Licence # \_\_\_\_\_ Version # \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Copied \_\_\_\_\_ In Calendar \_\_\_\_\_  
 ID: Driver's Licence Birth Cert Current Passport 18+ Card Firearms Licence Employee ID Card Other \_\_\_\_\_

I have read and agree with MDT Ltd terms and conditions.

### OFFICE USE ONLY

HT LICENCE	DATE	DURATION	SCHEDULED	COMPLETED	COST
Class: 2 4 5					
Learner's Pack		Within approx 2 weeks			
Study Guide		6.5 hours			
Logbook SG		7.5 hours			
Drives: 1.5hrs	1hr	1hr	1hr	1hr	
1hr	1hr	1hr	1hr	1hr	

ENDORSEMENTS	DATE	DURATION	SCHEDULED	COMPLETED	COST
Dangerous Goods		6.5 hours (inc endorsement fees)			
Forklift (F&OSH)		6.5 hours (inc endorsement fees)			
Forklift (OSH)		6.5 hours			
T W R Pack		2 hours (inc 3 x endorsement fees)			

PASSENGER LICENCE	DATE	DURATION	SCHEDULED	COMPLETED	COST
Application:		1 year 5 year			
Study Guide:		6 hours			
Logbook: No Yes		7.5 hours			
Drive: Pre Actual					

CAR LICENCE/LESSONS	SCHEDULED	COMPLETED	COST
Learner's: Tuition, Test Support	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Restricted: 1 hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Full: 0.5 hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Car Hire: <input type="checkbox"/> 0.5 hours \$20.00 <input type="checkbox"/> 1 hour \$30.00			<input type="text"/>

COURSES	SCHEDULED	COMPLETED	COST
<input type="checkbox"/> First Aid Course: Full			
First Aid Course: Refresher			
Defensive Driving Course			

## NOTES

# TERMS & CONDITIONS

## **PAYMENT TERMS:**

Payments terms are strictly pay prior to course date, except where a commercial account has been approved, payment is then required 20th of the month following the date of the course.

## **CANCELLATION POLICY:**

Notice of cancellation or postponement of course bookings must be made 5 working days prior to the course date.

The following fees are applicable on notice:

- 1 Any resource materials
- 2 Any pre course costs including travel, accommodation and other expenses if paid in advance

Where notice is given less than 5 working days and 48 hours before the course date, 50% of the total course fee will still be incurred.

Any postponements or cancellations with less than 48 hours' notice will result in full course fees being charged.

Request for refund must be made within 7 days of purchase of resource materials and will only be granted if resources are returned in original condition.

## **McINNES DRIVER TRAINING LTD (MDT LTD) DIRECTED COURSE CANCELLATION POLICY:**

From time to time MDT Ltd will need to reschedule a course or cancel a course. This may be due to trainer availability (sickness, bereavement etc), venue availability or low course attendance for example. MDT Ltd will endeavour to deliver the course in the first instance with course cancellation a last resort.

While we do our very best to provide a minimum of 48 hours' notice, from time to time the notice may be as little as 24 hours.

We will arrange for an alternative time and date for attendance and where you are not able to attend a full refund of payments for the course will be provided.

## **HEALTH AND SAFETY**

Read Hazard ID information sheet upon entering premises.

## **AGREEMENT**

I have read and agree to the terms and conditions as outlined above.

Name (please print):

Date:

Signed: