ENROLMENT FORM
Transport Management Course for Bus Operators (TMC)

Please note my enrolment and confirmation of payment details below together with my signature confirming that I wish to enrol in TMC.

1. Subjects Offered (Year 2017):

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Recently Completed</th>
<th>Semester 1, 2017</th>
<th>Semester 2, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject 5101</td>
<td>Introduction to Bus Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject 5102</td>
<td>Safety Risk Management for Bus Operators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject 5103</td>
<td>Financial Management for Bus Operators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject 5104</td>
<td>Business Development for Bus Operators</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Semester Dates (Year 2017):

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrolment Closes Year 2017</th>
<th>Semester Commences Year 2017</th>
<th>Semester Ends Year 2017</th>
<th>Duration Year 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friday, 27 January 2017</td>
<td>Monday, 27 February 2017</td>
<td>Tuesday, 23 May 2017</td>
<td>12 weeks</td>
</tr>
<tr>
<td>2</td>
<td>Friday, 2 June 2017</td>
<td>Monday, 3 July 2017</td>
<td>Tuesday, 26 September 2017</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

3. Do you wish to be included on the Study Group List for the Semester you are enrolling in? ☐ YES ☐ NO
(The Study Group List is for student networking purposes during each semester and will be distributed at the commencement of each Semester)

4. My reason(s) for wishing to undertake this course are:

5. Course Costs for 2017:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject 5101</td>
<td>Introduction to Bus Safety</td>
<td>$1,775</td>
</tr>
<tr>
<td>Subject 5102</td>
<td>Safety Risk Management for Bus Operators</td>
<td>$1,775</td>
</tr>
<tr>
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<td>Financial Management for Bus Operators</td>
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<td>Subject 5104</td>
<td>Business Development for Bus Operators</td>
<td>$1,775</td>
</tr>
</tbody>
</table>

The course is GST exempt as it is likely to add to employment related skills. In the unlikely event that a GST is applicable we reserve the right to recover any GST and associated costs. The Monash University ABN is: 12 377 614 012.

6. Payment Procedure via the Monash University On-Line E-Cart (Debit / Credit Card Only) via Mastercard or Visa

Steps to make your on-line payment: Check that you have the debit/credit card with you as you proceed to make the payment at the end of this process.

If you need assistance with the payment process, do not hesitate to contact Brenda O’Keefe (9905 9627).

Step 1: See the Website: eng.monash.edu.au/civil/research CENTRES/IT/ – click on “Industry Program Students” and then click on “Transport Management Course for Bus Operators”
– click on “Civil Engineering e-Cart” to link to the Monash Payment e-Cart
– click on “Transport Management Course for Bus Operators”
– select the Semester and Subject(s) you wish to enrol in
– then click “Check Out”

Step 2a: Click “Lookup”

If you have been enrolled in SMC/TMC previously – you will be known as an “Existing Customer”, therefore, use your current email address provided to us to receive your password via email – Your Customer Details should populate the list once you enter your email address and password

Step 2b: Click “Proceed”

If you are a new enrolment in the TMC – please insert your current details in the “Customer Details Form”

Step 3: Check your Customer Details are correct – amend if necessary and Click “Proceed”

Step 4: Click “Proceed”

No shipping is required

Check that your contact details are correct and the amount is what you will be paying for the enrolment(s)

Step 5: Click: “Authorisation Box”

Step 6: Click: “Pay Now” – You will then be taken to the Payment Gateway to make your debit/credit card payment (either Visa or Mastercard)

Step 7: Follow the instructions on the Payment Gateway - Remember to check your credit card details before approving the payment

Step 8: Once you approve the payment you will receive a tax receipt on your computer screen - please print the tax invoice/receipt and also “Save As” to your Computer Hard Drive - for future purposes

*Note if you cannot complete the payment via the Monash University On-line E-Cart with a debit/credit card, payment can be made via an Official Bank Cheque or a Postal Note from Australia Post (payable to Monash University). NOTE: Personal or business cheques or cash cannot be accepted. If you choose this payment option, please send the official Bank Cheque or Postal Note from Australia Post together with the completed Enrolment Form to the contact address provided below by the closing date of the relevant semester.

7. I confirm that I have completed the payment of $…………………… for enrolment in the subject(s) ticked at Item 1 above ☐ YES ☐ NO

If you have not completed the payment, please do this before sending the Enrolment Form via email, fax or mail.

8. Postal Address: Title: …….. First Name: …….. Surname: ……..

Organisation: …….. Address: ……..
Suburb/Town: …….. State: …….. Postcode: …….. Tele (Work): ……..
Fax: …….. Mobile: …….. Email: ……..

9. Signature of Applicant is Required: ……..

An email address is required – please provide

Brenda O’Keefe
Monash Institute of Transport Studies
Department of Civil Engineering, 23 College Walk (Building 60)
Monash University VIC 3800
Contact Details: Tel: 03 9905 9627
Fax: 03 9905 9493
Email: businfo@eng.monash.edu.au
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