

Course Enrolment and Payment Options

Three Easy Ways to book and pay for your course!

Option 1 - By Phone

- Contact our training co-ordinator on: 1300 884 978, give them details of the course you would like to book. (Our training co-ordinator can help you decide on the best course appropriate for your needs if you are unsure)
- The Training Coordinator will discuss methods of payment that you can use. Depending on the course and the date of the course these payment methods may include:
 - Credit Card
 - Cheque
 - Bank Transfer
 - Cash
- Once a payment method agreed upon by yourself and our training coordinator they will process your payment provide you with course details and enrolment paperwork, and confirmation of enrolment via email and/or post.
- Please NOTE:
 - Not all payment options will be available for all courses. The training co-ordinator will let you know which options are available at the time of your call.
 - Some courses require payment at least 48 hours prior to course dates. You will be notified of this by the training coordinator if this is the case.
 - If payment has not been received on or before the date that your training begins, you may be refused entry to the course.

Option 2 - By email

- Email our training co-ordinator training@heightsafety.net , your email must include the following details:
 - Your Full Name
 - Course name and Course Code
 - Preferred Course Date



- Unique Student Identifier (USI) (Create your USI here if you do not have one: <https://www.usi.gov.au/students/create-your-usi>)
- Preferred method of payment (Cash, Credit Card, other)
- A contact Phone Number
- The Training Coordinator will make contact with you to determine the best payment method for you.
- Once a payment method agreed upon by yourself and our training coordinator they will process your payment provide you with course details and enrolment paperwork, and confirmation of enrolment via email.
- Please NOTE:
 - Not all payment options will be available for all courses. The training coordinator will let you know which options are available at the time of your call.
 - Some courses require payment at least 48 hours prior to course dates. You will be notified of this by the training coordinator if this is the case.
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Option 3 - Online

- Some of our courses offer easy booking via the online booking portal.
- Select the course you would like to attend on our website
- Determine if the courses offers online bookings by clicking the “Book Now” button
- If no online booking options are available, select method 1 or 2 above to proceed with your booking.
- If the course does offer online bookings follow the online booking process steps:
 - Select a date and Venue and click on the Register” link
 - From the QTY dropdown box, select the number of seats you would like to book, then Click the “Register Now” button
 - Fill out the Details Form Ensure that all required fields are correctly filled in. Then click “proceed to payment options” Button.
 - Currently our online booking system only caters for manual payments. Select the Invoice payment options and continue
- Once you have submitted your booking, you will be contacted by our training coordinator to confirm boking and arrange payments

