ENROLMENT AND PAYMENT DETAILS

Bus Safety Management Program (BSMP) via Flexible On-line Delivery Mode

Study is by off-campus (distance education) mode undertaken at home or in the workplace at the participant’s convenience. Attendance at Monash University is not required. Access to custom-designed online learning materials in the form of notes, videos, exercises and activities as well as on-line assessment papers specific to each subject will be provided to participants following completion of enrolment.

Please note your enrolment and payment details below together with my signature confirming that I wish to enrol in BSMP.

1. **Subjects Offered:**

| Subject 6101: Introduction to Bus Safety | □ |
| Subject 6102: Safety Risk Management for Bus Operators | □ |

Applicants will be informed of acceptance of enrolment within five (5) workings days AFTER payment of the subject fee(s).

2. **Have you been accredited under the Public Transport Competition Act 1995 and have therefore completed the Transport Management Program in Bus and Coach Operations?**  □ YES  □ NO

3. **Study Dates:** Program Participants can enrol and commence study in BSMP at any time, except between Friday 13 December 2019 and Monday 27 January 2020, when we are closed.

Subjects 6101 and 6102 are undertaken consecutively. Study time required will vary depending on each participant’s study background and industry knowledge, if any. Each subject should be able to be completed within twelve weeks, including completion of three assessment tasks, undertaken progressively as study of each of three stages is completed.

Participants will be allowed fourteen (14) weeks to complete the subject. Participants not able to complete each subject within fourteen weeks must seek an extension.

Participants may complete each subject more quickly through more intensive study, and if doing so must submit each assessment task as it is completed.

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

5. **Program Costs for 2020:**

| Subject 5101 | Introduction to Bus Safety | $1,950 |
| Subject 5102 | Safety Risk Management for Bus Operators | $1,950 |

The program 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 Shop.Monash University payment system Debit / Credit Card Only) via Mastercard or Visa or PayPal**

If you are paying via a debit/credit card, check that you have the relevant card with you as you proceed to make the payment.

If you need assistance with the payment process, do not hesitate to contact Brenda O’Keefe (03 9905 9627).

See the Website: shop.monash.edu/

In the “Search” box enter “6101”, “6102” or “6101 6102”

Click on the first product and add this to the cart (if you wish to pay for both subjects now)

Click the “Back Arrow in your Browser”

Click on the second product and add this to the cart

Click on the cart (top right hand corner – see the green shopping trolley)

Go to Checkout then Proceed to Checkout

Follow the instructions to finalise payment via debit/credit card or PayPal

Print the Tax Receipt for your own personal records

*Note if you cannot complete the payment via the Shop.Monash University payment system with a debit/credit card or PayPal, you can pay 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 Australia Post Postal Note together with the completed Enrolment Form to the contact address provided below.

7. **I confirm that I have completed the payment of: $......................... on date: .............................. and therefore for enrolment in the subject(s) ticked at Item 1 above**  □ YES  □ NO

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

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

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

An email address is required – please provide