



Transport Management Course in
Bus and Coach Operations (TMC)

Subject 4101 **EXPRESS**
Enrolment Information Sheet

Do you ...

*need to complete Subject 4101 **quickly** to be able to gain
Victorian Accreditation from Public Transport Safety, Victoria (PTSV) to
operate your Bus Operations business in Victoria?*

If the answer is **YES**, then **Subject 4101 EXPRESS** may be an option for you.

What are the benefits of enrolling
in **Subject 4101 EXPRESS**?

- **Subject 4101 EXPRESS** means that you can enrol and commence Subject 4101 at *any time.
- All communication/correspondence will be handled via email.
- Course material and exam will be sent to you within *ten (10) working days of receipt of enrolment and payment. The course material package will be sent by Australia Air Express.
- **Help Desk Support:** Please contact the Help Desk Support Team to arrange a time with them to receive a telephone tutorial to introduce the subject and / or to receive advice on preparing for the Home Exam.

Help Desk Support Team Availability & Contact Numbers:

- Astrid De Alwis Telephone: (03) 9905 3894
Usually Available: Wed (12.30-5.30pm), Thurs & Fri (10.00 – 6.00pm)
- John Clements Telephone: (03) 9905 4978
Usually Available: Mon, Tues (9.00-1.00pm), Wed (9.00 – 5.00pm)

- Exam results will be provided to you within *ten (10) working days of submission.
- Written Exam Feedback will be provided.

What do I need for enrolment in
Subject 4101 EXPRESS?

- **Credit card payment is required to process the enrolment payment.**
- **Applicant *must* provide a valid email address (any changes to the email address during the duration of the enrolment must be advised to ITS (Monash) immediately).**

*Processing enrolments received between 1 December to 31 January of any year, may be delayed due to the University Christmas/New Year Close Down.

Please turn to page 2 of this document to enrol in **Subject 4101 EXPRESS**



Note: If you do not need to complete Subject 4101 within a short time-frame, please enrol in our *normal* Semester 1, 2 or 3 intakes. Semester intakes commence early March, July and November each year and they run for approx 12 weeks. Examination results are usually released approximately 6 weeks after exam submission due date.

Please use the BLUE ENROLMENT form for normal enrolment in Semester 1, 2 or 3 intakes.

Please mail or fax your enrolment to:
Attention: Brenda O'Keefe
Institute of Transport Studies
Department of Civil Engineering (Building 60)
Monash University VIC 3800

Tel: 03 9905 9627
Fax: 03 9905 9493
Email: businfo@eng.monash.edu.au
Internet: civil.eng.monash.edu.au/its/educationprograms
Monash University ABN is 12 377 614 012



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Enrolment Information Sheet**

I wish to enrol in TMC and confirm that I have contacted **Public Transport Safety, Victoria (PTSV)** and that I know the type of accreditation category my bus operation in Victoria will operate under (either SO, AC or AO Accreditation).

Please note my enrolment and payment details below together with my signature confirming the above details.

1. Subject Offered by 4101 EXPRESS Option

Subject 4101: Introduction to Legislation and Operations

Note: If you are seeking AO or AC Accreditation please use the BLUE enrolment form used for normal Semester 1, 2, 3 intakes to enrol in 4102, 4103, 4104.

2. Enrolment and Exam Submission Process by 4101 EXPRESS Option

- On receipt of the enrolment form and payment, a brief confirmation email will be sent to you advising the expected delivery date of the course material and exam paper.
- An acknowledgement of enrolment letter, tax receipt, course material and exam will be sent to you within *10 working days turnaround time from receipt of enrolment form.
- Exam paper **must** be submitted within 12 weeks of commencement and the result will be sent to you within *10 working days.

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3. Course Fee for 4101 EXPRESS Option only

	As at 1 January 2009
Subject 4101 for Operators of Scheduled (Bus) Services that operate five or less vehicles	\$1400

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.

4. Payment Details by Credit Card Only (if you do not have access to a credit card, please enrol via the normal semester enrolment in-takes where cheques are accepted)

Please debit \$..... as my enrolment fee from my **Debit / Credit Card:** Visa Mastercard

Note: Credit card payment will be debited from your account on or about the date of receipt of this form. Please ensure there are sufficient funds available.

16 digit card no: _____

CCV (last 3 digit number that follows your credit card number on the reverse side of your card (where your signature appears)) The CCV 3 digit number will be destroyed on completion of the transaction _____

Expiry Date:

Card held in the name of: **Signature:**

5. Contact Details

Title: **First Name:** **Surname:**

Organisation: **Street Address (Not PO Box):**

..... **Suburb:** **State:** **Postcode:**

Telephone (Work): **Facsimile:** **Signature:**

Mobile:

Email Address:
(please write clearly)

Please ensure that you provide a valid email address as all communications to the participant will be sent via email

Please mail or fax your enrolment to: Attention: Brenda O'Keefe Institute of Transport Studies Department of Civil Engineering (Building 60) Monash University VIC 3800	Tel: 03 9905 9627 Fax: 03 9905 9493 Email: businfo@eng.monash.edu.au Internet: civil.eng.monash.edu.au/its/educationprograms Monash University ABN is 12 377 614 012
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