



RED EARTH
Training Solutions

Third Party Request for Tax Invoice

This form should be completed when a third party agrees to be invoiced, for the learners course fee and any other course related charges.

PART A LEARNER DETAILS

Learner Name	Course Name	Course Fee (\$)
Total Fees		\$

PART B THIRD PARTY DETAILS

Red Earth Training Solutions Pty Ltd will provide a tax invoice for the learner listed above or a tax invoice for the attached listing of multiple learners.

For multiple learners, would you prefer?

- Individual tax invoices for each of the learners
- OR
- One tax invoice with the total fees for all the listed learners

Name of Authorising Officer		Telephone Number	
Email			
Name of Company		ABN	
Postal Address			
	SUBURB	STATE	POSTCODE

I _____ (print name) of _____ (organisation) agree to pay the charges listed above, upon receipt of a tax invoice from Red Earth Training Solutions Pty Ltd.

Signature: Date:

Privacy Note: information submitted on the Third Party Request for Tax Invoice form as shown above is collected and held by Red Earth Training Solutions (RTO Provide Code 40309) for the purposes of general student administration and related purposes such as processing fee payments. The Learner's personal information (as defined by the *Privacy and Personal Information Act 1998*) will only be used for the purposes of course enrolment, learning and study records, management of relationship with the learner and to comply with any legal obligations and other purposes as disclosed in the learner's enrolment papers relating to the course.

The provision of this information is not required by law but is necessary to process payment of student fees, relating to both enrolment and re-enrolment of the learner specified above. Failure to provide this information may prevent Red Earth Training Solutions from processing the learner's enrolment. Information provided will be held securely and disposed of securely when no longer needed.

RETS Version Control			
Document Name	Third Party Request for Tax Invoice		
Type of Document	Participant Form		
Location	J:\2. Blank Document Templates	Version	1.0
Author	Holly Naughton	Authorised by	Rodger Carr
Revision dates	Date Authorised	07.02.2019	Next review 06.02.2020