



## REGISTRATION FORM

### Participant Personal Details

Name of Qualification: \_\_\_\_\_

Course Fee (please tick):                      CertIV FLM \$4,300.00                       Dip Management \$4,300.00

Title: Mr/Mrs/Ms/Miss: \_\_\_\_\_ Full Name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position Title: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Address for correspondence/ invoicing (if different from above): \_\_\_\_\_

Telephone (w): \_\_\_\_\_ Facsimile: \_\_\_\_\_

Telephone (m): \_\_\_\_\_ Email: \_\_\_\_\_



### Participant Support Details

#### Manager Contact Details:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

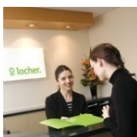
Telephone (w): \_\_\_\_\_ Email: \_\_\_\_\_

#### Workplace Coach's Contact Details (if different from Manager):

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone (w): \_\_\_\_\_ Email: \_\_\_\_\_



Please indicate who will be paying for training:

Do you require any special assistance/support with learning?

Are you of Aboriginal or Torrens Strait Islander status?

Would you like to access Recognition of Prior Learning for any units in the Qualification?

Company

Yes

Yes

Yes

Self

No

No

No

### Terms and Conditions

- > Bookings will be processed only on receipt of this registration form accepting terms and conditions.
- > Upon receipt of completed application form a tax invoice will be forwarded for payment.
- > All fees must be paid within 7 days prior to commencement of the course. See invoice for payment options.
- > Refunds will only be issued on receipt of a written cancellation, marked to the attention of the Manager,
- > Organisational Development, 7 or more working days prior to the commencement of the course. Email and faxed cancellations within this timeframe will be accepted.

"No Shows" on the day of commencement will attract a full fee. Please note you may send another participant in your place.

- > Refunds will not be issued for cancellation under 7 days, transfers may be approved at the discretion of Locher & Associates Pty Ltd.
- > One transfer will be accepted without charge where it has been notified in writing at least 7 working days prior to the scheduled commencement date, all subsequent transfers will attract an administration charge of \$150.00.
- > If a course is cancelled by Locher & Associates Pty Ltd, a full refund will apply.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete this form and fax to Zifang Su at 8201 1143

THANK YOU FOR YOUR PARTICIPATION. WE WILL INVOICE YOU PRIOR TO COURSE COMMENCEMENT.