

## REGISTRATION FORM

### Participant Personal Details

Name of Workshop: \_\_\_\_\_

Course Fee: \$250.00

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: \_\_\_\_\_

### 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.
- > If a course is cancelled by Locher & Associates Pty Ltd, a full refund will apply.

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

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

Please complete this form and fax to Shannon Brown at 8201 1143

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