

## SHORT COURSE REGISTRATION FORM

To register for the one or more short courses, please complete this form and fax back to Enrich Training. An invoice will be issued shortly after registration is received.

### Participant Details

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ P. Code \_\_\_\_\_  
 Email: \_\_\_\_\_

I wish to register for the following course/s.

Course Name	Method*	Price (inc)
1.	<input type="checkbox"/> Online <input type="checkbox"/> Distance <input type="checkbox"/> Class	
2.	<input type="checkbox"/> Online <input type="checkbox"/> Distance <input type="checkbox"/> Class	
3.	<input type="checkbox"/> Online <input type="checkbox"/> Distance <input type="checkbox"/> Class	
<i>You will be contacted within 24 hours of your registration form being received.</i>		<b>Total</b>

### Payment Options

How to pay  
 Please make payment using one of the methods below.

<input type="checkbox"/> Cheque enclosed for \$ _____	<input type="checkbox"/> Direct Debit <i>(I have paid by direct debit into the following account)</i>  Bank: ANZ BSB No: 014247 Account No: 4936-79436 Account Name: Enrich Training  <i>Please use your name as a reference when making payment</i>
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### Signature

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_

**Please return the completed registration form to Enrich Training via email, fax or post using the details below.**

*Thank you for choosing Enrich Training.*

## TERMS AND CONDITIONS

### **Payment Terms**

Fees and charges (if applicable) are due and payable within 14 days of invoice.

### **Instalment Policy**

If an instalment plan has been negotiated on the training agreement, professional fees and costs are due and payable as stated in the instalment plan.

### **Transfer Policy**

Transfer of training dates must be advised in writing at least 14 days prior to the commencement of the first scheduled training session as agreed and booked. Transfers made after that date may be subject to a penalty charge of \$100.

### **Cancellation and Refund Policy**

Cancellations received up to 14 days prior to course commencement will incur an administration charge of \$200.

Cancellations received between 1 and 14 days will incur a charge of 25% of the full program fee.

Cancellation received after commencement will be subject to the following conditions;

### **Short Courses**

No refunds will be due for participants who cancel a short course (i.e. 1 or 2 days) after commencement.

### **Courses/Traineeships** (includes all qualifications and programs longer than 2 days)

Participants who cancel before completing 50% of training for the qualification will receive a refund of 30% of the course fees less an administration charge of \$200.

No refunds will be given for participants who cancel after 50% of the training for the qualification has been delivered by Enrich Training.

### **RPL and Self Paced**

No refunds will be due for participants who cancel a RPL or Self Paced course after enrolment.

### **Unpaid Fees**

- The Client must pay all invoices issued by Enrich Training within 14 days of the date of each invoice.
- Enrich Training reserves the right to take whatever action including, discontinuing programs, institute legal proceedings, etc., to safeguard its interests

### **Extenuating Circumstances**

Should a participant be unable to continue their studies due to legitimate reasons such as sickness, death or family circumstances, a pro-rata refund may be given less a \$200 administration fee.

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