

## Enrolment form

Class sizes are limited to allow for individual attention.

Book early to reserve your place and to receive your preparatory material.

All Fees include GST. All prices quoted are in Australian dollars. All dates and specific details will be found in marketing material.

Please tick your selection.

Facilitation Mastery

\$1,395.00

TOTAL \$\_\_\_\_\_

Payment plans available on application.

## Contact Details Please print clearly

Name \_\_\_\_\_ Surname \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

Ph (wk) \_\_\_\_\_ (hm) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Payment Details (all payments received must be in Australian Dollars)

Post cheques to: INFORM Training & Research Pty Ltd, PO Box 2185, Byron Bay, NSW 2481, Australia

Cheque enclosed (made payable to INFORM Training & Research Pty Ltd) OR Direct Transfer (Call for details) OR

Credit Card:  Visa  M/Card  Diners  Amex (Please note: 3.5% surcharge for all credit card payments)

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date \_\_\_\_\_ I.D. (Amex Only) \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

## Terms and Conditions

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1. You can register by phone, email, fax or post.
2. On receipt of your booking we will email or post:
  - a. Confirmation letter
  - b. Receipt or Invoice
  - c. Terms and Conditions – Please sign below and return to INFORM
  - d. A copy of the Terms and Conditions for you to keep
  - e. Venue and Logistics details
3. On receipt of your full payment we will post:
  - a. Preparatory workbooks
  - b. Audio recordings related to the programme you have booked into (this only applies to NLP Certification)
4. If a booking is not confirmed by payment, INFORM may cancel that booking to make room for those waiting for a place.
5. Payment can be made by any of the following: Cash, Cheque, M/card, Bankcard, Amex, Diners or Bank Draft.
6. Should you be unable to attend at the start of the programme, a substitute delegate is always welcome at no extra charge. Substitutes cannot be made after the programme has commenced.
7. A full refund will be made for cancellations made up to 21 days before the programme commences. A 10% service charge will be deducted for cancellations made between 21 and 8 days prior to programme commencement, and the balance refunded. Regrettably no refund can be made less than 7 days prior to the programme; however, an attendee substitute may be made at any time prior to the commencement of the programme.
8. Upon receiving your deposit or full payment, you will be sent details (times, venue, requirements etc. and materials relevant to the course. Should cancellation occur, these materials must be returned to INFORM in their original condition, otherwise the attributed cost will be deducted from the deposit.
9. Once the programme has commenced your place is not transferable to other similar courses being conducted, nor can your place be transferred to a substitute person.
10. If, for any reason you are not satisfied with the programme by the end of day one you can receive a full refund (minus 10% admin fee). Please alert the trainer of your dissatisfaction.
11. Programmes may be recorded by INFORM for the purpose of commercial use, please sign below if you are in agreement. (No personal recording allowed)
12. INFORM reserves the right to change the date(s), venue(s) and trainer(s) of any programme, and will notify delegates accordingly.

Print name

Please sign

Date

Thankyou – Return to INFORM – PO Box 2185 Byron Bay, NSW 2481 Fax: 02 6684 8063

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