

INSTRUCTIONS:

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for course scheduling and tracking purposes.

Payment must accompany enrolment to secure your place.

PERSONAL DETAILS

Family Name: _____

Given Names: _____

Company Name: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email: _____

Emergency / Next of Kin Contact Details: Name _____ Phone: _____

COURSE DETAILS

Name of Course: _____

Date of Enrolment: _____

Date of Training: _____

COMPANY INVOICE DETAILS (IF APPLICABLE)

Company Name: _____

Attention to: _____

Postal Address: _____ Post Code: _____

Phone Number: Work _____ Mobile _____

Email: _____

DIETARY REQUIREMENTS

Do you have any food allergies or dietary requirements?

PAYMENT TERMS & CONDITIONS

Course fees include training materials, refreshments and lunch (for full day courses).

CANCELLATIONS AND TRANSFERS

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, a full refund will be made for cancellations received three weeks prior to the course. For cancellations 7 to 21 days prior to the course, there will be a \$100.00 cancellation fee. For Cancellations within one week or non-attendance at the course, there will be no refund. In the event of the cancellation of a course for any reason, Career BOSS' liability is limited to the return of the registration fee only.

PAYMENT DETAILS

To secure your place payment should be received at least five (5) working days prior to the day of the course. Late registration will be considered subject to availability. Payment may be made by cash, cheque or Electronic Funds Transfer prior to the commencement of the course. Cheques should be made payable to Career BOSS. Please ensure your cheque is accompanied with relevant course details.

EFT PAYMENT DETAILS

Bank: BankSA, Nuriootpa
Account Name: Career BOSS
BSB Number: 105 - 055
Account Number: 037920040
Please ensure your remittance is directed to training@careerboss.com.au or fax (08) 8562 3034.

PAYMENT BY CHEQUE

Make cheques payable to Career BOSS and crossed "Not Negotiable". Please make payment with this Enrolment Form. Payments should be forwarded to:
Career BOSS, PO BOX 503 NURIOOTPA SA 5355

NOTIFICATION OF BOOKING

Notification of your booking will be sent on receipt of your Enrolment and payment. Career BOSS reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms.

YOUR PRIVACY

Career BOSS is committed to respecting and upholding the individual's rights to privacy protection. Individuals may access their personal information by contacting the Training Manager.

Signed: _____ Date: _____