



Overseas Training Registration Form

title surname first name

position organisation ABN or CAN (if in Australia)

✉ address

country postcode

☎ Country code telephone number ✉ email address

Course details
name of training course Country Date

Participants
Names of participants
1. 2.
3. 4.

Rates (please tick ✓)
 Standard rate (UK£550) Concession Rate (approved on application) Multiple participant discount (approved on application)
Total cost: UK£

Payment Method (please tick ✓)
 Bankers draft/money order in Australian dollars made payable to Clear Horizon Consulting Pty Ltd
 Direct bank transfer to: **BSB: 083 668 Account No: 59040 6536 Swift Code: NATAAU 330 3M Account Name: Clear Horizon Consulting Pty Ltd** (please ensure you put your name and which course in the subject line).
Participants outside of Australia will need to ensure they account for bank transfer charges and that Clear Horizon receives the complete amount of course fees applicable.
 Debit my Credit Card (please circle one) VISA MASTER CARD

name expiry date
 /
card number CCV number
 (Last 3 digits on back of card)
signature

I have read and agree to the terms and conditions (see next page)
Please complete this form and send to **Clear Horizon, 1/13 Avondale Avenue, Chelsea, VIC, 3196. Australia**
Fax to (+ 61 3) 9773 2233 or email to admin@clearhorizon.com.au.

How to Register

Complete the registration form on the previous page and mail, fax or email to:

Clear Horizon Consulting
1/13 Avondale Avenue
Chelsea, Victoria, Australia, 3196
Phone: +61 3 9773 2299
Fax: +61 3 9773 2233
Email: admin@clearhorizon.com.au

Places will be confirmed on receipt of full payment.

Venue

UK
Venue to be advised
Please contact
tracey@clearhorizon.com.au

Course fees do not include accommodation. Participants are expected to make their own accommodation arrangements.

Terms and Conditions

Clear Horizon training programs are subject to the following refund policy:

- If the participant withdraws from the nominated course at least ten working days before the first day of the course, they will receive a refund of the total course fee minus a AU\$50.00 administrative fee;
- If the participant withdraws from the nominated course within ten working days, but before five working days of the first day of the course, they will receive a 50% refund of the total course fee;
- If the participant withdraws from the nominated course within five working days of the first day of the course, they will receive no refund of the course fee;
- However, the participant/organisation may nominate a replacement participant transferring his/her registration at any time before the first day of the course for a AU\$50.00 administrative fee;
- Clear Horizon will refund all payments made if the course is cancelled or postponed by more than four weeks, unless alternative acceptable arrangements can be made;
- All fees will be refunded in Australian dollars (AU\$).

In event of rescheduling or cancellation of a Clear Horizon course:

- Clear Horizon will refund any course fees paid. The participant may also choose to transfer his/her registration (of equal value) to any other Clear Horizon course or to any other person attending a Clear Horizon course without incurring any additional cost (subject to the availability of places). Clear Horizon will also try to accommodate alternative arrangements acceptable to the client.
- Clear Horizon can not be held responsible for any financial loss incurred by participants or their employer due to rescheduling or cancellation of any Clear Horizon course.