



Public Training Course Registration Form

title surname first name

position organisation ABN or CAN (if in Australia)

✉ address

state postcode

☎ telephone number ✉ email address

Participants (if more than one)

Names of participants

1. 2.

Course details

course name		Course fee
<input type="text"/>	D D M M Y Y to D D M M Y Y	\$ <input type="text"/>
<input type="text"/>	D D M M Y Y to D D M M Y Y	\$ <input type="text"/>
<input type="text"/>	D D M M Y Y to D D M M Y Y	\$ <input type="text"/>

Rates (please tick ✓) Please note only one type of discount is permitted per registration

Standard rate Concession Rate (must be pre-approved) Multiple participant or NGO discount (20% or 40%)

Payment Method (please tick ✓) **Total cost:** \$

Cheque made payable to Clear Horizon Consulting Pty Ltd

Direct bank transfer (EFT) to:
 BSB: 083 668 Account No: 59040 6536 Account Name: Clear Horizon Consulting Pty Ltd
 (please ensure you put your name and which course in the subject line).

Debit my Credit Card (please tick ✓) VISA MASTER CARD
 (Please note that payment by credit card will incur a 3% fee on top of the total cost)

name expiry date /

card number

signature CCV number (Last 3 digits on back of card)

Note: All costs include the 10% Goods and Services Tax (GST). All costs are in Australian dollars. This document becomes a valid tax invoice upon payment. Please keep a copy for your records.

See overleaf for registration information and our terms and conditions:

I confirm I have read and agree to the terms and conditions (see next page)

How to Register

Complete this registration form and return both pages by 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

Special needs and dietary requirements

If you have any special needs, please indicate in the box to the right (please tick ✓). Every attempt will be made to meet your requirements.

<input type="checkbox"/>	Vegetarian
<input type="checkbox"/>	Gluten Free
<input type="checkbox"/>	Dairy free
<input type="checkbox"/>	Other <input type="text"/>

Where did you hear about this course?

We would love to know where you found out about our training courses. Please indicate in the box to the right (please tick ✓).

<input type="checkbox"/>	Website
<input type="checkbox"/>	Email newsletter
<input type="checkbox"/>	Word of mouth (i.e. friend or colleague)
<input type="checkbox"/>	Other <input type="text"/>

Venue

This course will be held in Canberra, ACT

Note: Course fees do not include accommodation. . However, our admin staff will be happy to provide information on hotels in the area.

University House
The Australian National University
Cnr Balmain Cr & Liversidge St

Terms and Conditions

- Full payment is required with the booking to reserve a place on the course
- All costs are in Australian dollars
- Clear Horizon training programs are subject to the following cancellation and refund policy:
- If the participant withdraws from the nominated course by advising us in writing **within 14 days** prior to the course date, 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 by advising us in writing **less than 14 days** prior to the course date, a 50% cancellation fee is incurred and the balance will be refunded.
- If the participant fails to attend on the day, they will receive no refund of the course fee. In special cases deferral to a later training course may be allowed.

Note: the participant/organisation may nominate a replacement at any time before the first day of the course transferring the registration for a AU\$50.00 administrative fee;

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

- Clear Horizon reserve the right to cancel a course if we have not achieved a minimum of 12 participants.
- Clear Horizon will refund all payments made if the course is cancelled or postponed by more than four weeks. 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.