

How to Register

Complete this registration form and return both pages by mail, fax or email to:

Clear Horizon Consulting
129 Chestnut Street
Cremorne VIC 3121
Phone: +61 3 9425 7777
Fax: +61 3 9425 7791
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"/>

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.
- 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.