



## ANDSAM TRAINING REGISTRATION FORM

### Your Details

Title:	Name:
Organisation:	
Address for registrant:	
State/ District/ Territory:	Post Code:
Country:	
Telephone:	Facsimile:
E-mail:	

### Invoicing address (if different)

Name:	Position:
Organisation:	ABN (Must be completed):
Address for registrant:	
State/ District/ Territory:	Post Code:
Country:	

### Course selection - Please complete course details

Name of course	Location and Date	Cost (A\$)

### Payment details payment must be received 10 days before course commencement

Please send a cheque for the total amount made payable to ANDSAM TRAINING with a copy of your registration form	<b>Total Amount Paid</b>	<b>A\$</b>
Signature	Date:	

### **Please complete and either fax back on 02 9593 0619 or mail back to ANDSAM Training**

ANDSAM TRAINING reserves the right to cancel courses due to insufficient enrolments or conditions beyond its control. Notification of any cancellation will be made as early as practical and include a full refund

**Cancellations and refunds:** A full refund is available for cancellations received in writing at least ten working days prior to course commencement. Those received within ten working days of course commencement will be subject to a 15% administration fee. The course fee is non refundable 48 hours before the course commences. ANDSAM TRAINING will not take responsibility for travel or accommodation costs incurred. Transfers: transfers may be made without charge up to ten working days prior to course commencement. Transfers within ten working days of course commencement will be subject to a 15% administration fee. Alternatively, a substitute participant will be accepted at no additional charge.

**Privacy:** ANDSAM TRAINING respect our client's privacy at all times. The personal details collected from you are for the purpose of processing your registration or enquiry and to provide you with a high standard of client service. We may also use this information to update you of any other related products or services available from ANDSAM TRAINING. Our staff respect your privacy and will ensure that this information will not be made available to any other organisations without your written consent. You also have the right to gain access to this information

**How did you hear about us?**

- Advert  
 Mailing  
 Word of mouth  
 Internet