



# TRAINING REGISTRATION

|                      |  |
|----------------------|--|
| Course/Workshop Name |  |
| Date                 |  |

|                   |  |               |  |
|-------------------|--|---------------|--|
| Organisation Name |  | Order Number  |  |
| Contact Person    |  | Contact Phone |  |

### Participant Details:

| Name | Position/Title | Current Knowledge of Material to be covered:<br>Basic/General/Advanced | Dietary requests (e.g. Vegetarian) or food allergies |
|------|----------------|--|--|
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### Request for additional training:

If you would like to be notified about future courses on System Administration or a particular Module or Process, please fill in the following section.

| Module/Topic | Name of Attendee | Training required: Basic/Advanced |
|--------------|------------------|-----------------------------------|
|              |                  |                                   |
|              |                  |                                   |

### To lodge your Registration

After completing this form, click on to email your form to [ann.bull@itvision.com.au](mailto:ann.bull@itvision.com.au). Alternatively you can fax your form to (08) 9315 7088.

Where applicable, lunch, morning and afternoon tea are included in your course fee along with documentation, training manuals and completion certificates.

### BOOKING AND CANCELLATION POLICY:

NOTE: In the case where a fee applies, payment should be directed to Ann Bull (Training Coordinator)

1. Written cancellation received up to 3 days prior to the commencement of the course will attract an administration fee of 25% of the quoted fees.
2. Written cancellation 3 days or less before the event will attract an administration fee of 50% of the quoted fees.
3. If written cancellation is not received prior to the course and the participant does not attend on the day(s), then the full quoted fee will be charged.
4. Should the participant be unable to attend, a substitute nomination is welcome at no additional charge.
5. IT Vision reserves the right to cancel/postpone a course in the event of unforeseen circumstances or insufficient numbers. Every effort will be made to ensure that participants of cancelled courses are placed on the next available course.