



Forsythes
IT & Training

Central Coast

Enrolment Form

Phone 02 4969 0690 Fax 02 4969 0699

e-mail: training@forsythesit.com.au

Central Coast Address:

Unit 4/2 Bounty Close

TUGGERAH BUSINESS PARK

Company Details

Company Name _____

Address _____

Suburb _____ Postcode _____ State _____

Billing Contact _____ Telephone _____

Fax _____ e-mail _____

Order Contact _____ Telephone _____

Fax _____ e-mail _____

SPECIAL OFFER: Book 3 or more participants onto the same course & date & receive a 10% Discount

*** Offer applies to selected applications courses only**

Course Details

Course Name	Date	Price	Participant Name	e-mail

Payment Details

Cheque Cheque Number _____ Fee Enclosed \$ _____

Purchase Order # _____ (For Approved Accounts Only)

Credit Card Bankcard Mastercard Visa AMEX Diners Club

Card Number _____ Expiry Date _____
 Cardholders Name _____ Signature _____

Please Note: A 3% Processing Fee applies to all credit card payments

Terms & Conditions

ENROLMENT CONFIRMATION: Participants' enrolments are automatically confirmed: 1. Upon receipt of a signed Course Enrolment Form accepting Forsythes IT & Trainings Terms & Conditions; AND 2. Upon receipt of; 2.1 Payment 10 days prior to course date or 2.2 Purchase Order from Approved Corporate Accounts or 2.3 Appropriate voucher numbers.

REGISTRATION: Course registration opens at 8:30am on the first day of the course with courses commencing at 9:00am. To minimise disruption to courses, Forsythes IT & Training reserves the right to refuse entry to a course that has commenced. Forsythes IT & Training also reserves the right to ask any person to leave a course, if in Forsythes IT & Trainings sole discretion that person is disruptive to the orderly progress of a course.

PAYMENT POLICY: Forsythes IT & Training does not guarantee a place on a course until enrolment is confirmed (see above). With the exception of approved Corporate Accounts all course fees must be paid 10 days prior to course commencement.

For approved Corporate Accounts payment is due 30 days from date of invoice. Failure to comply with the 30-day credit period will necessitate payment in advance for future training. The full course fee is charged for cancellation of any enrolment within 10 working days of course commencement. A surcharge will be applied for transferring any enrolment within 10 working days of course commencement. Requests for such transfers must be received in writing and acknowledge by Forsythes IT & Training.

REPLACEMENTS: Suitably qualified replacements are welcome provided they register prior to the commencement of the first day of the course

RESCHEDULED COURSES: Forsythes IT & Training makes every effort to deliver courses on the scheduled dates. However, when necessary, Forsythes IT & Training reserves the right to, without notice, change course schedules, discontinue courses, modify courses, limit class sizes and refuse entry to a course.

I have read and agree to comply with the above Terms & Conditions Signature _____

