



Registration Form

Organisational Details

Organisation:
Postal Address:

Participant Details

Title: Mr, Ms, Mrs, Miss, Dr (please circle)	Work Phone:
First Name:	Mobile Phone:
Last Name:	Email:
Division/Branch:	Job Title:

Additional Participant

Title: Mr, Ms, Mrs, Miss, Dr (please circle)	Work Phone:
First Name:	Mobile Phone:
Last Name:	Email:
Division/Branch:	Job Title:

Additional Participant

Title: Mr, Ms, Mrs, Miss, Dr (please circle)	Work Phone:
First Name:	Mobile Phone:
Last Name:	Email:
Division/Branch:	Job Title:

Additional Participant

Title: Mr, Ms, Mrs, Miss, Dr (please circle)	Work Phone:
First Name:	Mobile Phone:
Last Name:	Email:
Division/Branch:	Job Title:

Registration Fees

Workshop Date:	Course Name:	Cost (incl GST):
		\$
		\$
		\$
Discounts		<i>Less Discount (if applicable)</i> \$
Enrol for both sessions at a discounted rate of \$198.00 - same person, same day.		Subtotal \$
		Total \$

How to pay

Credit payment <input type="checkbox"/>	Request an invoice <input type="checkbox"/>
Credit card details	
Type of card: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	
Cardholders Name: <input type="text"/>	Card Expiry Date: <input type="text"/> / <input type="text"/>
Card Number: <input type="text"/>	Amount: <input type="text"/>
Card Holder's Signature <input type="text"/>	
Minimum payment \$10. Maximum payment \$10,000.	

Terms and Conditions

Registration and Fees

- All bookings received are considered firm bookings course fees are payable in advance.
- All enrolments received will be acknowledged in writing.
- Late registrations will be acknowledge by facsimile to the nominated person.

Course Changes / Disclaimer

- Course dates, times, course content and fees are occasionally subject to change. Should the need for such changes occur, Merit Solutions will inform course participants prior to the training.

Cancellations and Transfers

- Cancellations will be accepted without charge where Merit Solutions has been notified in writing at least seven working days prior to the scheduled commencement date.
- Transfers to another course will be accepted without charge where Merit Solutions has been notified in writing at least seven working days prior to scheduled commencement date.
- Transfers or cancellations within seven working days of the scheduled date will attract a 50% cancellation fee.
- Transfers or cancellations within two working days of the course date attract full fee.
- Non-attendance on the day of the course attracts a full fee.
- Substitute participants are accepted.

Return Registration Form via

Ph: 3220 1166 | Email: training@meritsolutions.com.au | Post: Suite 15, Level 7, 320 Adelaide St, Brisbane Q 4000

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