



# Training Registration Form

For all courses EXCEPT HP Scheduled Public Courses

To register, please complete this form and fax, email or post to the contact details below, along with any cheque or other payment information.

### Course Details:

Student Name	Course Name	Location	Date(s)	Course Fee (ex GST)
Total (excl. GST)				\$
GST 10%				\$
<b>Total (inc. GST)</b>				<b>\$</b>

### Payment Options (please select):

Purchase Order Number: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Fee enclosed: \$ \_\_\_\_\_  
(Please make cheques payable to Revolution IT Pty Ltd, Lvl 7/170 Queen St, Melbourne, VIC, 3000)

EFT: Date Funds Deposited: \_\_\_\_\_ Fee Deposited: \$ \_\_\_\_\_  
Please deposit funds to BSB: **083 054** Account Number: **56615 2716**  
(Please include your name as reference with your transfer)

Credit Card:     Visa     MasterCard  
Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Please send invoice to:

Name:		Title:	
Company Name:		Job Title:	
Billing Address:			
City:	State:	Post Code:	
Phone Number:	Email Address:		

### Please send course correspondence and confirmation to (if different from above):

Name:		Title:	
Company Name:		Job Title:	
Phone Number:	Email Address:		

### How did you hear about our Training Services?

Revolution IT Website     HP Website     Google     Word of Mouth     Other \_\_\_\_\_

### Terms and Conditions:

- Bookings will be processed on receipt of this registration form accepting all terms and conditions.
- Registrations for any course must be made at least two weeks prior to course commencement.
- Payment must be received in full at least 10 working days prior to course commencement. If payment has not been received within the stated period, Revolution IT reserves the right to cancel enrolment.
- Revolution IT makes every effort to operate all advertised courses, however we reserve the right to cancel or reschedule a course at any time. Students enrolled in a cancelled or rescheduled course will be given the option of receiving a credit towards a future course date or to have their payment refunded in full.
- A full refund will be given for any student registration cancellations up to two weeks prior to course commencement. A 50% refund will be given for student registration cancellations at least one week prior to course commencement. Non-attendance, part completed courses or cancellations within one week prior to course commencement are not eligible for a refund.
- Student substitutes are allowed at any time before course commencement.

**I have read, understood and agree to these Terms and Conditions, related to training courses and I have authority for and commit to pay all amounts on behalf of the above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_