

# ONLINE REGISTRATION

(Only one registration form per attendee. Please photocopy as required)

## Course Selection:

Commencement Date:

Name of Course	City and Date	Price
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### Attendee Details

Title	Family Name
Given Name	
Position	
Company	
Address	
State	Postcode
Phone	Fax
Email	
ABN	
PO No.	<input type="checkbox"/> Invoice

### Invoicing Details (if different)

Title	Family Name
Given Name	
Position	
Company	
Address	
State	Postcode
Phone	Fax

Contact the Jarrah HR Consulting Regional Coordinator for details on group discounts and payment options.

**Refund Policy:** This policy applies to individual students not registered by their employer for a Jarrah HR Consulting course or workshop and must be read prior to completing the Registration form. Refunds will not be granted automatically. Students are expected to be aware of their work and personal commitments before they enrol. Full refunds will be made where: A student cancellation is received in writing at least ten (10) working days prior to the commencement date of the course. The course is cancelled by Jarrah HR Consulting or the course is moved to a time or location unsuitable to the student. A student is not given a place due to the course being full and payment has been made in advance. A 15% administration fee will be deducted from the full payment where: A student cancellation is received within ten (10) working days prior to the commencement date of the course. The course payment is non-refundable where: A student cancellation is received 48 hours prior to the commencement date of the course. A Refund Request form will need to be submitted to the Regional Coordinator should a refund be required for a reason other than those specified above. The Refund Request form can be obtained from the Regional Coordinator. A pro-rata payment of the full payment may be considered after the course has commenced. The request for refund and any pro-rata payment is at the National RTO Manager's discretion. Supporting documentation may need to be provided in some cases. The calculation for the pro-rata payment will be determined and lie with the National RTO Manager. The student will be notified in writing of the final decision.

To register, fax to: (08) 8461 4499, attention Regional Co-ordinator

Email: tryan@jarrahr.com

Web: www.apiet.com.au

Mail: Regional Co-ordinator  
Jarrah HR Consulting  
GPO Box 2564, Adelaide SA, 5001

### Payment Details

Amount Paid \$ \_\_\_\_\_

Cheque enclosed payable to **Vedior Asia Pacific Pty Limited**

VISA  Master Card  Bankcard

Please note: An additional 2.11 % will be added to the amount paid on all credit card payments.

Card No: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

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

**Direct Credit**

Please make payment to the account below:

Account Name: Vedior Asia Pacific Pty Ltd

BSB Number: 032-000

Account Number: 422410

Number:

### Please sign

I am an authorised officer of the company. I agree with the terms and conditions outlined below and those contained in the Jarrah HR Consulting Refund Policy.

**Confirmation:** Upon receipt of registration a confirmation letter will be sent. Jarrah HR Consulting reserves the right to withdraw your registration if payment is not received in accordance with our payment terms. Venue details will be included in your confirmation advice and can be found on our website. **Privacy:** When registering for this event we may collect personal information about you. This will be used to provide you with a high level of customer service. We may also use this information for the promotion of Jarrah HR Consulting products and services. If you do not wish to receive this information, please indicate in the box provided.

**I do not wish to receive promotional material**

As we value and respect your privacy, we do not make your personal information available to other organisations and you have the right to gain access to this information. For more information please see our Privacy Policy on our website at <http://www.jarrahconsulting.com.au/privacy>. By submitting your personal details to Jarrah HR Consulting you agree to and accept our Privacy Policy



For further information please call the Regional Co-ordinator on (08) 8461 4466 or visit [www.apiet.com.au](http://www.apiet.com.au)