



**Information Enterprises Australia Pty Ltd
TRAINING SERVICES
TAX INVOICE ABN 36441337143**

**TRAINING COURSE REGISTRATION FORM
Complete and Email to: training@iea.com.au**

COURSE REGISTRATION DETAILS

| Course Code | Course Date | COST (INC GST) | Name of Attendee | Attendee Requirements** |
|---------------------------|-------------|----------------|------------------|-------------------------|
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| TOTAL COST INC GST | | | | |

**Attendee Requirements refers to the attendee's needs during the training course e.g. dietary, access, communication. Please contact our Training Services to discuss particular requirements on (08) 9335 2533.

ORGANISATION DETAILS

Organisation Name:

Address:

State:

Post Code:

Telephone No:

Fax:

Email:

Contact Name:

Contact Telephone No:

Signature of Authorised Person:

NON ATTENDANCE AND POSTPONEMENT POLICY

- Substitutes may attend if the participant registered cannot attend the course. Contact Training Services on (08) 9335 2533
- No refunds will be given on cancellations received less than 5 working days prior to the course date.
- Cancellations received prior to 5 working days before the course date will incur a \$55 (inc GST) administration fee
- IEA reserves the right to postpone a training course if the minimum number of participants has not been reached or if faced with unforeseen circumstances. If any participants are registered they will be transferred to the next available course date and IEA will notify the organisation's contact. If the substitute date is not acceptable, a full refund will be provided.

METHOD OF PAYMENT

Please indicate Purchase Order Number:

Please tick if you require an INVOICE to the contact name and organisation as above:

If you wish to pay by credit card (Visa and Mastercard only) please use our online booking system.

The location of training courses will be noted on the website as part of the course outline

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