



Training Registration Form

Name of Course: _____

Course Location: _____

Course Date(s): _____ Quoted Course Fee: \$_____

Registrant(s):

Name	Email	Phone

Organisation: _____

Contact Person (if not registrant): _____ Phone No: _____

Contact Email Address: _____

I have read, understood and agreed to LEAP Australia's Terms and Conditions, related to training courses, as outlined in the accompanying document.

Signature: _____ Date: _____

Payment Options (please choose one):

Payment is required at least 7 days prior to the scheduled commencement of the training course. An official purchase order must accompany this registration form when paying by cheque or direct deposit.

Cheque Payable to:
LEAP Australia Pty Ltd
Suite 20, 74-78 The Corso
Manly, NSW, 2095

Direct Deposit:
Account: LEAP Australia Pty Ltd
Bank: Commonwealth
BSB: 062231
A/C: 10164311

Credit card: CARD TYPE: Visa MasterCard

Amount: \$_____ Name on card: _____

Card Number: _____ Expiry Date: ____ / ____

Authorising Signature: _____ Date: _____

Please fax this completed form with accompanying PO (not required for credit card orders) to either:

Fax: (03) 8542 7899 for courses being held in Victoria

Fax: (02) 8966 7899 for courses being held in New South Wales and New Zealand

Fax: (08) 9264 8286 for courses being held in Western Australia and South Australia

Fax: (07) 3249 2299 for courses being held in Queensland



Terms & Conditions – LEAP Australia Training Courses

A signed registration form, returned to one of LEAP's offices indicates that you have read and agreed to the terms and conditions set out below:

1. A place on any course is reserved only upon receipt of a signed training registration form accompanied by a purchase order for an amount equal to the quoted course fee.
2. Full payment for all training activities must be received 7 working days prior to the commencement of the course.
3. LEAP reserves the right to cancel or re-schedule courses with 7 days notice. In the event of such cancellation, registrants can opt to have all pre-paid fees refunded in full or credited towards the next available course.
4. In the event of customer cancellation, course fees shall be refunded in full provided at least 14 days notice is given prior to course commencement. No refunds will be given in respect to customer cancellations received less than 14 days prior to commencement of the scheduled course.

Thank you for your interest in LEAP's training services.