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Course Registration Form

FRM-BTA-01 [Revision 1 2016 02 03]

Please complete the below information and submit to the Babcock Training Academy via:

Email: training@babcock.com.au

Mail: Unit 4E Endeavour House, 1 Fourth Avenue Mawson Lakes, SA 5095

COURSE DETAILS

Course Name

Course Date(s)

Location

ATTENDEE DETAILS (For multiple registrations, please complete FRM-BTA-02 in addition to this form)

Individual

Company

Title

First Name

Surname

Company

ABN

Postal Address

Email

Phone | Work

Mobile

Dietary Requirements

ACCEPTANCE

I understand and accept the terms and conditions of this registration

Signature

Date

BILLING DETAILS (As Above)

Individual

Company

Company

ABN

Accounts Contact (if applicable)

Phone

Postal Address

Email

PAYMENT DETAILS

Payment will be required at time of course confirmation. Please refer to payment option below.

Visa

Mastercard

Invoice (for accountholders only)

Card Number

Expiry date /

Name on Card

Course Fee \$

GST \$

Prices quoted are in Australian Dollars.

Total Amount Payable \$

Signature

Date

TERMS AND CONDITIONS

TERMS | The total amount payable is inclusive of GST. Delivery of the course is subject to sufficient student enrolment. Payment is required prior to the course date, unless agreed otherwise with Babcock Pty Ltd (Babcock). This form plus the Babcock Training Academy Terms and Conditions constitutes the total agreement between the parties.

CONFIRMATION | Upon submission of this form Babcock will confirm receipt of your registration. Two weeks prior to the scheduled course date Babcock will confirm your attendance and provide a course joining instruction detailing start / finish times, specific venue details and any other requirements (e.g. bring your own laptops or calculators).

CANCELLATION POLICY | Cancellations are accepted up to four weeks prior to the scheduled course date. After that date, the full course fee may be payable. If you cannot attend the scheduled course Babcock welcomes a substitute participant at no additional cost.

NON-ATTENDANCE | No refund will be made for non-attendance on the day.

ILLNESS | In the case of non-attendance due to illness, participants may reschedule to a later course at no charge if supported in writing by their organisation.

IDENTIFYING INFORMATION | Information collected on this form is used for registration purposes by Babcock.

BABCOCK RIGHTS AND RESPONSIBILITIES | Babcock reserves the right to cancel a course if necessary. If a course is cancelled, Babcock will make every effort to contact you and no payment will be required. In the event that the course is cancelled and payment has already been received, Babcock's liability is limited to a full refund of the course fee.

FOR OFFICE USE ONLY: IFS TAX INVOICE NUMBER

Babcock Pty Ltd

Registered in Australia ABN: 32 050 019 817

Registered office: 689-695 Mersey Road North, Osborne SA 5017

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