**Course Registration Form**



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| **Attendee/s**  *Name Contact number (if possible, cellphone number) Email address* |  | | | | |
| **Course Details** |  | |  | | |
| **Course Title** |  | |  | **Software Version**  (Ardito training PCs run on 2013 and 2016 only) |  |
| **Course Level** |  | |  | | |
| **Course Date** | Click here to enter a date. | |  | | |
| **Billing Information** |  | |  | | |
| **Name** |  | | | | |
| **Organisation** |  | | | | |
| **Phone** |  | **Email** |  | | |
| **Postal Address** |  | | | | |
| **Purchase Order Number (if any)** |  | | | | |
| **Comments** |  | | | | |

**Terms and Conditions**

1. Modification to enrolment is accepted without penalty up to ten (10) working days prior to course commencement.
2. Re-scheduling or cancellation less than ten working days prior to the course will be treated as follows:
   * 1 to 3 working days before start date of course 100%
   * 4 to 10 working days before start date of course 50%
3. Substitution of attendees is accepted free of charge at any time.
4. When it is necessary for Ardito to reschedule a training course you will be contacted as soon as possible to arrange:
   * A new date for training
   * Completing the training as personal tuition (where applicable)
   * Cancellation of the training at no charge to the client.

I have read the Terms and Conditions.