



COURSE REGISTRATION FORM

Title:..... Surname:..... First Name:

Course Title:..... Date:..... Date of Birth:

Organisation:..... Web site:..... Position:.....

Address:.....

Telephone:..... Fax:..... E-mail:.....

Invoice to:

Dietary Requirements:..... Other Special Requirements:.....

AQTF Nationally Accredited Courses

BSB41507 Certificate IV	3+1 days	\$ 2600	
BSB51407 Diploma	4+1days	\$ 3300	
BSB60707 Advanced Diploma	3+1 days	\$ 3500	
Recognition of Prior Learning (RPL)	Assessment	* POA	

Prices GST Free All these courses have a 12 week assignment component

* minimum of 30% of course fee

Discounts available for ACS, PMI and AIPM members and by negotiation

Discounts available where three or more delegates from the same organisation attend the same course. Please call to negotiate.

Credit Card Payment Details

Please circle: **Mastercard** **Visa** **AMEX**

Cardholder's Name.....

Card No.....

Card Verification No..... (Last 3 digits on back of card)

Card Expiry Date.....

Cardholder's Signature.....

Amount: \$.....

\$.....

All cheques made payable to Ferguson Project Management Services.

Direct Transfer

Branch No . 085005

Account No. 476515990

\$500 must be paid on registration with balance payable prior completion of the classroom element of the training course

*** conditions apply**

Terms and conditions

1. Cancellation may be made by delegates in writing up to 21 days prior to the start date of the course for a full refund of any monies paid.
2. If cancellation by the delegate occurs within 21 days of Workshop, the \$500 deposit will not be refunded.
3. Where a delegate wishes to transfer to another course within the 21 day period, a transfer fee of \$250 will be payable.
4. Requests for transfer outside of the 21 day time frame will not incur any charges.
5. Non-attendance of registered delegates will result in the delegate being responsible for payment of full fee.
6. Substitutes for original delegate are acceptable at any time prior to course commencement. .
7. FPMS reserve the right to refuse tuition where fees are not paid. No assessments, certificates or results will be issued until all outstanding fees have been settled.
8. FPMS reserve the right to pursue outstanding fees through the appropriate legal channels where necessary
9. If, for any reason, FPMS postpone or cancel a course the only liability accepted by FPMS is a full refund of fees paid
10. All work for assessment must be submitted within the timeframe specified for the course
11. RPL. Documented evidence will require to be submitted in support. In the event that an assessment is required, the appropriate fee will apply.
12. A \$30 fee will apply for replacement certificates and / or statement results

Please sign and fax back to FPMS on ++ 61 (0) 8 8172 1868

I have read and understood the terms and conditions of the training

Print Name..... Signed..... Date.....

For Office Use Only

Course Fee		Customer ID:	
Book Fee		Registered	
Discount Applicable		Acknowledged	
Total Amount		Joining Instructions	
Invoice No & Date		Pre -Course Pack	
Date Paid		Candidate Number	
Authorisation No.			
Comments:			