

Course	Date	Cost
Total		

Course Enrolment form

Please print one letter in each space and use capitals (including email address).

Name _____

Company
(If applicable) _____

Address _____

Phone _____

Email 1 _____

Email 2 _____

Payment Details

Please tick suitable option box

(Please refer to Payment conditions below under Conditions of Offer)

- Cash
 Money Order
 Bank Check
 Personal Cheque
- Direct bank deposit
 Account Name: True Life Creations Pty Ltd
 BSB: 015 354
 Account: 2582 28176
 Bank: ANZ, 171 Richmond Road SA

NB: When paying through online banking or other direct deposit methods, please send us back either via email, fax or post, a copy of your payment receipt so that we can match your payments to our statements

Conditions of Offer

Class Enrolment

You will need to complete and sign this enrolment form and return it to us with the deposit (see Payment below) either by mail or drop it into the office.

Payment

Your enrolment will be registered once we have received a deposit of 30% of the total fee payable.

Full payment is required 5 working days prior to the class commencement date. Payments can be made by cash, bank cheque or money. Personal cheques will be accepted provided payment is made 10 working days before the commencement of the class.

Failure to make full payment as required will risk the loss of your place in the class. If we choose to reallocate your place due to failure to pay, your deposit will also be forfeited.

Participant Withdrawal

True Life Creations understands that on occasions circumstances will prevent attendance at a class as intended. The following policy is designed to provide an equitable resolution to such situations and will be strictly enforced.

- All cancellations must be notified in writing fax, mail or email.
- If your cancellation is received more than 5 working days before the commencement of the class, you may
- Reserve a place in a future class by paying the full fee, or
- totally withdraw and forfeit the 30% deposit.

- For cancellations received 5 working days or less before the commencement of the class, you may
 - nominate another person to attend the course in your place, or
 - totally withdraw and forfeit the full fee.
- There will be no redress for withdrawal after the commencement of a class.

Class/Course Cancellation

True Life Creations reserves the right to withdraw a training course or cancel a class or session at any time. Should this be necessary, we will make every effort to advise registered participants prior to their attendance at an affected session, but we accept no liability for any costs or inconvenience incurred as a result of our failure to do so.

Where a training course is withdrawn, a full refund will be made to registered participants in any class for that course.

Where a training class is cancelled prior to its commencement date, participants may

- request a full refund of the fees
- attend a subsequent scheduled class for that course within the next 6 months.

If one or more class sessions are cancelled True Life Creations will reschedule those sessions and advise participants of the time and place but will accept no other liability as a consequence of the rescheduled sessions.

Signature

I agree to, and understand the terms and conditons of offer stated above.

Signature

Date

Name