

PM TRAINING REGISTRATION FORM

Aravena Global Solution Pty Ltd ABN 56 119 111 241

email to: admin@aravena.com.au

Please direct any queries to the Booking Centre (02) 6296 2623



Course Location

Location: Canberra Melbourne Sydney Brisbane Adelaide Perth

Other (Include Location): **Course Date(s):**

Project Management Training:

- | | |
|---|--|
| <input type="checkbox"/> PRINCE2® for Practitioners (5 days incl exams) | <input type="checkbox"/> PRINCE2 Foundation (3.5 days incl exam) |
| <input type="checkbox"/> PRINCE2 Practitioner Examination only | <input type="checkbox"/> PRINCE2 Practitioner Prep Seminar (1.5 day) |
| <input type="checkbox"/> PRINCE2 Foundation Examination only | <input type="checkbox"/> Managing Successful Programmes® (5 days) |
| <input type="checkbox"/> Other (please specify) | |

PARTICIPANT DETAILS (INCLUDE A SEPARATE SHEET IF NECESSARY)

Name **Email**

Name **Email**

PURCHASING DETAILS

Organisation / Company:

Billing Address: **Fax**

Contact Name: **Position**

Phone..... **E-mail**.....

Where did you hear about us:

- | | |
|--|---|
| <input type="checkbox"/> Company website | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Google Search | <input type="checkbox"/> Attended a previous course |
| <input type="checkbox"/> Industry Publication: | <input type="checkbox"/> Other comment: |

PAYMENT DETAILS

Invoice (an authorised company Purchase Order is required for payment by Invoice)

Purchase Order or Reference: **Total Payable:** \$

Bank Card **Visa** **M'card**

Expiry:/..... **Card Verification Code:**.....

Signature:..... **Cardholder Name:** **Amount:** \$

We regret Amex / Diners Club Cards are not accepted. Please note a 2% surcharge is applied to credit card payment.

For EFT Payment Please include a descriptive narrative on the EFT payment.....Thank you

BSB: 112908 **Account Number:** 128134235 **Account Name:** Aravena Global Solutions Pty Ltd

Terms and Conditions

Registrations must be received in writing and signed by an authorised person. Bookings are confirmed once payment has been received or an authorised Purchase Order has been received. Payment for public courses is to be received 7 days before the start of the course. Cancellation or rescheduling of registrations to a public course require 5 working days notice to enable reallocation of places on the course. If 5 working days notice is not received, 100% of the course or exam cost will be charged. Substitutes are always welcome and may be made at any time prior to course/exam commencement. All cancellations, transfers and alterations must be made in writing. If a participant does not attend a course or exam, payment will not be refunded or allocated to another course or exam. Aravena Global Solutions reserves the right to postpone or cancel courses.

Authorisation

I have read the terms and Conditions. If this Registration is made on behalf of an organisation, I am authorised to sign this registration on behalf of my organisation.

Signature:..... **Print Name:**

Date: