

Denis McCarthy & Associates

ABN: 26 592 730 181

ENROLMENT FORM

Web: http://www.int-a1.com/dm		Fax: (08) 9430 4305 Mobile: 0404 0202		Phone: (08) 9430 7777 Phone: 0500 567 500		Mail: P.O. Box 789, Fremantle, WA 6959	
COURSE TITLE:				COURSE No:			
ORGANISATION NAME:			ORDER No:		DATE COMMENCING:		
NAME OF PERSON MAKING BOOKING:				POSITION TITLE:			
ORGANISATION'S PRIMARY BUSINESS ACTIVITY:				E-MAIL:			
ADDRESS:				PHONE:		MOBILE:	
				P/CODE:		FAX:	
				DISCOUNTS: Discounted Fees (approx 20%) are available for <u>early bird bookings</u> made 6 weeks prior to the start of the course, for <u>groups of 3</u> registrations or more from the same organization, and to organizations having an <u>Employee Assistance Program (EAP)</u> arrangement with Synergetics Management Consultancy. Please tick whichever applies:-			
<input type="checkbox"/> Early bird booking <input type="checkbox"/> Corporate group of 3+ <input type="checkbox"/> Corporate EAP Client							
NAME OF PARTICIPANTS:							
TITLE: <small>Dr, Mr, Mrs, Ms</small>	PREF. FIRST NAME:	FAMILY NAME:		PHONE:	COURSE FEE:		
SPECIAL NEEDS, ETC:				TOTAL INVESTMENT \$			
METHOD OF PAYMENT:							
<input type="checkbox"/> Cheque - please make payable to: Denis McCarthy & Associates <input type="checkbox"/> AMEX <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa							
CARD No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EXPIRY DATE: __ / __	
NAME ON CARD:				SIGNATURE:		DATE: __ / __ / __	

Please copy this page if you require additional booking forms. Receipts will not be issued unless requested.

Privacy Statement

The primary purpose of collecting the personal information you supply on this form is to process your registration. We will also use these details to keep you informed of upcoming events and will not disclose your information to a third party.

REGISTRATIONS AND FEES: Course fees are payable in advance. Confirmation letters are sent out two weeks prior to course commencement date. In case of late registration, confirmation will be phoned or faxed through to the nominated booking person.

CANCELLATION AND TRANSFER FEES

If a **cancellation** is received less than five working days prior to the commencement of the course a \$55.00 (inc GST) administration fee will be incurred, however, if received less than two working days or for residential programs seven working days prior to start of the course the FULL fee will be charged. **Transfers** to another course or date notification is required two working days prior to the start of the course or a \$55.00 (inc GST) administration fee will be incurred. **Substitute To Another Participant** can be made and no fee will be incurred. Please advise promptly of name change. **Course Cancellation**, all participants will be notified and a full refund offered. Alternatively, participants will be offered a place on the next available course.

Goods And Services Tax (GST)

Therapy groups are GST free. Training courses are subject to GST and 10% is included in the fee. If in doubt please contact us.