



## Advance Profitplan – General Courses/Seminar REGISTRATION FORM

1. To enrol, please complete this form (one for each participant if you are enrolling a number of people from your organisation) and fax or mail to the above address.
2. Note if enrolling in our Auditor Courses please use our Registration Form – MSATP-ADM-1-1 Specifically for these courses.
3. One Registration Form per person.

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|--|
| Course Title: _____  |
| Course Dates: _____ Course Location: _____   |
| Any Special Requirements / Needs: (Please list any special requirements such as food, learning, access etc.) |
| _____  |
| _____  |
| _____  |

|   |   |                     |
|---|---|---------------------|
| Title:  | Mr / Mrs / Ms (please circle)   |                     |
| Surname:                                      | _____   |                     |
| Given Name:                                   | _____   |                     |
| Position:                                     | _____   |                     |
| Organisation:                                 | _____   |                     |
| Postal Address:<br>Organisation<br>or Private | _____   | Post Code:<br>_____ |
| Phone:  | _____   | Fax:<br>_____       |
| Email:  | _____   |                     |
| Payment Attached:                             | <input type="checkbox"/> Purchase Order <input type="checkbox"/> Cheque 30% Deposit <input type="checkbox"/> Cheque Total of Course<br><input type="checkbox"/> Organisation Paying <input type="checkbox"/> You Paying |                     |
| Signature:                                    | _____   | Date:<br>_____      |

*Please fax/post the Registration Form as soon as possible along with your 30% deposit to ensure a place on the courses. If enrolling from our web page then submit from there and post deposit with copy of registration.*

**NB: All cheques and purchase orders must be made payable to ADVANCE PROFITPLAN. A receipt will be sent for your deposit.**

### **Booking Conditions:**

A **30% deposit** or full payment must be received along with this Registration Form to ensure a place on the courses. Full payment is to be paid prior to the scheduled date of course. Cancellations must be notified to Advance Profitplan for full refund or transfer to another course 2 weeks before scheduled date of course otherwise one week prior to this date you receive 50% refund and less than 1 week notice – no refund (this is of full fee not of deposit). If you haven't paid full fee and you don't attend and haven't advised us then you will have to pay the full fee. Failure to do so may result in formal action to recover. Acceptance of booking conditions, cancellations and refund policies is a condition of registration. The company reserves the right to reschedule or cancel the course upon written notification to registered participants. In this case a full refund will be offered or you will be given an opportunity to attend another course.