



# 4MAT 4LEARNING

## Registration Form

### 1. Personal Details:

Mr/Mrs/Miss/Ms: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Dietary requests: \_\_\_\_\_

### 2. Course Information:

Course: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Dates: \_\_\_\_\_ Course Fee: \_\_\_\_\_

I have completed the required pre-requisite/s for this course  
*(if applicable – please attach copy of certificate)*

Course: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Materials/Book Order:

1.	\$
2.	\$
Subtotal: \$	
+10% GST \$	
<b>TOTAL PAYMENT \$</b>	

### 4. I will be paying by:

Cheque - Please make cheques payable to *4MAT System Australia*

Electronic Funds Transfer (EFT) - **Account Name:** 4MAT System Australia  
**BSB:** 032 197 **Account No:** 394 184 **Bank:** Westpac

Credit Card – Please charge my  Visa  Amex  MasterCard  
 Card No:

Expiry: \_\_\_\_/\_\_\_\_ CVV/CVC: \_\_\_\_ Total Amount: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
*Please note there is a 2.5% Surcharge on all Credit Card payments on order total*

Send your registration with payment via:



Post:  
 4MAT System Australia  
 PO Box 243  
 Hoxton Park NSW 2171

OR



Email:  
[4matinfo@4mat4learning.com.au](mailto:4matinfo@4mat4learning.com.au)

### Terms & Conditions

#### General

\* If payment of a course fee has not been received within 10 working days of course commencement, an enrolment may be cancelled. An enrolled participant will always be notified prior to this occurring.  
 \* 4MAT System Australia reserves the right to cancel, postpone or re-schedule courses due to low enrolments or unforeseen circumstances. Should this occur participants will be transferred to another course within 12 months.

\* We reserve the right to change course fees, dates, content, and speakers at our discretion.

\* Where a refund for course fees is due, it will be issued within thirty days.

#### Cancellations

\* If a cancellation is received 20 or more working days before course commencement, a full transfer to another date &/or venue is available, or a 90% refund will be made.

\* If a cancellation is made less than 20 working days prior to the commencement of a course, no refund is applicable. However a transfer to another course is acceptable, but this transfer must be arranged at the time of cancellation.

#### Non Attendance

\* If a participant fails to attend a course, course fees will not be refunded or allocated to another program.

\* If the nominated delegate is unable to attend a course, a substitute participant is welcome to attend.

#### Missed days

\* If a participant fails to attend part or all of a single day of a multi day course, then that participant may attend an alternate public course to make up the missed time. A daily fee will be charged for any time made up at an alternate course.

Please make tax invoice out to:  Me  My organisation

I have read and agree to the Terms & Conditions