BIA Education, Training & Development

COURSE BOOKING FORM

Please fax to (02) 9439 3983, or email to training@bia.org.au

Photocopy and use this form as many times as you need

1. Course Details :

Course Title: ……

Course date: …… **Location:** ……

2. Organisation details:

Company name:

BIA corporate member? ☐ NO ☐ YES (BIA Member pricing applies)

3. Participants details

Name	***Mobile Phone****	***Email***

**a reminder will be sent by text . If you do not wish for this number or email to be used, please leave blank.*

4. Payment details:

☐ Cheque make payable to BIA NSW Ltd (post to BIA NSW, PO Box 1204, Crows Nest NSW 1585)

☐ Credit Card *(please tick which card)* ☐ Visa ☐ Mastercard ☐ AMEX

Total amount: ……...

Card holders name: ……..…… Signature: ……..

Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiry date: _ _ / _ _

Confirmation will be sent by email once payment has been received in full

5. Address to send tax receipt to:

Name: E-mail:

Address: Phone:

Mobile:

State: Postcode:

Cancellation & Refund Policy

1. "BIA Member pricing" is available to corporate members only.
2. All courses must be paid in full before attendance - reservation will not be confirmed until payment has been received in full.
3. If you wish to cancel your reservation or are unable to attend a course, you must notify BIANSW by email or telephone immediately. Notice must be given at least 5 days prior to the course date for Marine Card, and at least 21 days prior to the course date for all other courses. Failure to do so will result in your course fee being forfeited.
4. If you do not attend a training course that you have registered for and you do not notify BIANSW, your course fee will be forfeited.
5. BIANSW reserves the right to cancel and/or reschedule courses. Every effort will be made to reschedule all registered delegates to an alternative suitable course and venue, or to reschedule the course at the same venue on a suitable date. If the rescheduled dates are unsuitable, a full refund will be issued.
6. BIANSW reserve the right to change venue and/or speakers/trainers at its discretion.

Office use only:

☐ Registered: ……..…… (date) ☐ Payment: ……..…..(date)

☐ Confirmed: ……..……..…..(date) Invoice #:……..……

Total: ……..