



**RUSHWORTH CONSULTANCY PTY LTD**

PO Box 1093 KENMORE QLD 4069  
businessmanager@franciswalsh.com  
www.franciswalsh.com  
Phones: (02) 6154 1501  
(07) 3374 4368  
Fax: (07) 3374 4370  
ABN: 64 097 075 324

## **Registration Form**

**for training courses conducted  
by Francis Walsh in Canberra during 2009**

1. Please read through the Conditions of Registration.
2. Then, fill in the details on the Registration Form (below) and email it to [businessmanager@franciswalsh.com](mailto:businessmanager@franciswalsh.com) or fax it to (07) 3374 4370.
3. We will confirm your registration by email.

### **Conditions of Registration**

#### **Payment**

Rushworth Consultancy will invoice the person you nominate in your organisation by mail *after* the course. We will require payment by electronic transfer of funds, by credit card or by cheque. Cheques should be made payable to

Rushworth Consultancy Pty Ltd  
PO Box 1093  
KENMORE QLD 4069

#### **Charges**

Each participant will be invoiced at the rate of \$985.00 per two-day course and \$625.00 per one-day course. Prices will be reduced if group discounts apply. These prices are **exclusive of GST**.

Full course prices are posted on the website and are subject to change with notice. Discounts will be applied to these prices if specific conditions are met (see below).

#### **Opt-in**

To comply fully with the *Spam Act 2003*, we request that all registrants 'opt-in'. This allows us to email you regarding Francis Walsh training. You may 'opt-out' at any time.

#### **Privacy**

We comply with privacy legislation, and no information will ever be divulged or used for any purpose other than matters relating to Francis Walsh Training.

#### **Course Cancellation**

Rushworth Consultancy reserves the right to cancel or postpone any course at its discretion. This action may occur if there are insufficient participants to conduct a successful course, if Francis Walsh is unable to present the course, or if other circumstances occur.

## Transferring Between Courses

<b>Time Frame</b>	<b>Charge</b>
If you inform Rushworth Consultancy by email more than ten working days prior to the course commencement that you wish to transfer to another similar course conducted by Francis Walsh ...	... there is no charge. You may transfer to another course or session.
<b>After having transferred once before</b> , if you inform Rushworth Consultancy by email more than ten working days prior to the course commencement that you wish to transfer again ...	... the person you nominated to receive the invoice will be charged 50% of the course fee.
<b>After having transferred twice before</b> , if you inform Rushworth Consultancy by email more than ten working days prior to the course commencement that you wish to transfer again ...	... the person you nominated to receive the invoice will be charged 50% of the course fee.  Note that Rushworth Consultancy will not allow anyone to transfer between courses three or more times.
If you inform Rushworth Consultancy by email between ten working days and 24 hours prior to the course commencement ...	... the person you nominated to receive the invoice will be charged 50% of the course fee.
If you inform Rushworth Consultancy by email within 24 hours of the course commencement ...	... the person you nominated to receive the invoice will be charged 75% of the course fee.

## Cancellation of Registration

Cancellation charges may be waived if a substitute person is registered or attends without notice instead of the original participant. No refunds are available if a participant chooses to pre-pay and then does not attend. Requests for transfers after pre-payment for a course will be decided at the discretion of Rushworth Consultancy.

<b>Time Frame</b>	<b>Charge</b>
If you inform Rushworth Consultancy by email more than ten working days prior to the course commencement ...	... there is no charge.
If you inform Rushworth Consultancy by email between ten working days and 24 hours prior to the course commencement ...	... the person you nominated to receive the invoice will be charged 50% of the course fee.
If you inform Rushworth Consultancy by email within 24 hours of the course commencement ...	... the person you nominated to receive the invoice will be charged 75% of the course fee.

## **Group Discounts**

Please request a discount by phone or by email, supplying the names of participants forming the 'discount group'.

A discount may be granted when all of the following three conditions are met.

1. Two or more participants from a single organisation are registered to attend a particular course.
2. All those participants can be billed on one invoice to a single, nominated person.
3. All those participants attend the course.

<b>Size of Group</b>	<b>Discount</b>
2 participants	5% on second registration only.
3 participants	10% on third registration only.
4 participants	15% on fourth registration only.
5 participants	20% on fifth registration only.
6 participants	20% on fifth registration only and 10 % for any further registrations.

**Please complete the  
Registration Form below.**

# Registration Form

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Given name of participant

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Family name of participant

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Job title

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Organisation

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Postal address at work

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Phone at work

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Fax at work

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Email at work

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Name of the course you wish to attend

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Date of the course you wish to attend

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Name of officer to receive tax invoice

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Email address of officer to receive tax invoice

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Full postal address of officer to receive invoice

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(Please include branch and group.)

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Would you prefer to receive the tax invoice by email (pdf file) or by mail?

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Are you registering as part of a group discount?

Yes	No
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Do you have special dietary requirements? If 'yes', please provide details.

Yes	No
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To comply with the *Spam Act 2003*, we request that you 'opt-in' to receive emails about this and other courses, and about e-books to which you are entitled. *Remember that you may 'opt-out' at any time.* Do you agree to opt-in? Please circle 'Yes' or 'No'.

Yes	No
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**I have read and agree to the conditions of registration as set out above.**

**Signature**

**Date**

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**Thank you.  
We will email our confirmation soon.**