



**RUSHWORTH CONSULTANCY PTY LTD**

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## **Registration Form 2012**

### **Francis Walsh Training Courses in Canberra**

1. Please read the Conditions of Registration.
2. Then, complete the Registration Form on pp. 4–5  
e-mail 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 e-mail. We request payment by electronic transfer of funds, by credit card or by cheque.

### **Charges**

Each participant will be invoiced at the rate of **\$1,085.00 per two-day course and \$685.00 per one-day course**. Prices will be reduced if group discounts apply. These prices are **exclusive of GST**. Prices are shown 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 e-mail 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 by Presenter**

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 unavoidable circumstances occur.

## Transfer of Registration

<b>Time Frame</b>	<b>Charge</b>
If you inform Rushworth Consultancy by e-mail 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 e-mail 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 e-mail 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 e-mail 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 e-mail within 24 hours of the course commencement ...	... the person you nominated to receive the invoice will be charged 75% of the course fee.
If you inform Rushworth Consultancy on the date of the course ...	... the person you nominated to receive the invoice will be charged 85% 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 e-mail more than ten working days prior to the course commencement ...	... there is no charge.
If you inform Rushworth Consultancy by e-mail 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 e-mail within 24 hours of the course commencement ...	... the person you nominated to receive the invoice will be charged 75% of the course fee.
If you inform Rushworth Consultancy on the date of the course ...	... the person you nominated to receive the invoice will be charged 75% of the course fee.
In the case of 'no show' without notice ...	... the person you nominated to receive the invoice will be charged 85% 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.



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## **Registration Form 2012 Francis Walsh Training for Government**

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Given name of participant

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Family name of participant

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Position

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Organisation

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Branch/Group/Section

Work Postal Address  
for tax invoice

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Phone at work

---

Fax at work

---

E-mail at work

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Name of the course you  
wish to attend

---

Date of the course you wish  
to attend

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Name of officer to receive tax invoice

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Branch/Group/Section of person  
to receive tax invoice (for accurate addressing)

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E-mail address of officer to receive tax invoice

Invoices are now e-mailed format in PDF format.

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To comply with the *Spam Act 2003*, we request that you 'opt-in' to receive e-mails about this and other courses, and about e-booklets to which you are entitled. *Remember that you may 'opt-out' at any time.* Do you agree to opt-in?

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Please indicate if you have special dietary requirements for lunch.

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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 e-mail our confirmation as soon as possible.**