



**Attn: ARZU OZKAYA**  
Fax to: 02 9689 2422

ABN 64 120 009 172

## COURSE REGISTRATION

<b>TAX INVOICE &amp; CONTACT DETAILS</b>	Your CEO Contact:	ARZU OZKAYA
Contact Name:	Ph: (02)	Fax: (02)
Company Name:	Mobile:	
Address:	Email:	
Suburb:	State:	Postcode:

**Details of Course Participants...**

STUDENTS NAME	STUDENTS EMAIL	COURSE	DATE	SITE	AMOUNT
Please add a 2% surcharge to total for all credit card transactions and 3% for AMEX:				<b>TOTAL</b>	\$ ex GST

**Payment Details (please select 1 of the following with ) ... Invoice to be sent to you by:**  Email  Fax  Post

**Cheque**      Please make cheque payable to: CEO Training Pty Ltd, 32A/181 Church St, Parramatta, NSW, 2150

**Cash**      Please bring the exact money to reception on the first day of your course.

**Credit Card**      Please provide details below:

**VISA**       **MASTERCARD**       **AMEX**       **BANKCARD**      EXPIRY DATE: \_\_\_\_\_

Card Number:                 4 Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Electronic Funds Transfer payable to:** CEO Training Pty Ltd | BSB: 112-879 | Account Number: 429 387 607 | St. George

**Purchase Order:** Available to approved customers only. P.O. number: \_\_\_\_\_

**Terms & Conditions...**

1. Enrolments will only be confirmed on receipt of a signed registration form via email or fax.
2. Payment must be received prior to course commencement.
3. Course cancellations/course transfers must be notified in writing with a minimum of 10 working days notice prior to the course date or a 100% cancellation fee will be incurred, except training vouchers which will be forfeited.
4. Course dates can be transferred to another scheduled course date but CEO must be notified in writing with 10 working days notice prior to the course date or a 50% transfer fee may be incurred.
5. Substitution of course participants may be made free of charge at any time.
6. CEO Training Pty Ltd reserves the right to change course dates and pricing without notice.
7. All courses include GST unless otherwise noted.

**Signature of person authorising the training:** \_\_\_\_\_

**Name (please print clearly):** \_\_\_\_\_

\* I have read and understood the terms and conditions as per the registration form and I accept the conditions outlined above.