



BOOKING FORM

Please complete one form for each person attending and post to the above address.
 Please phone 09 478 0300 to check course/seat availability and to hold your seat.
 Payment is required asap to confirm your seat on a first come first served basis.
 It is important that you read the terms and conditions at the end of this form.

COURSE DETAILS	Date:	Cost:
		\$199
	Total:	

YOUR DETAILS
Full name: Computer required: <input type="checkbox"/> Macintosh <input type="checkbox"/> Windows Company: Postal Address: Street Address: Email: Telephone (please provide an 09 number): Cell phone:

PAYMENT OPTIONS
<p align="center"><i>please tick one:</i></p> <p><input type="checkbox"/> By Cheque: payable to M Marsh, and posted to PO Box 40531, Glenfield, Auckland. I enclose a cheque for: \$..... <small>(DO NOT make cheques payable to Albany Computer Training)</small></p> <p><input type="checkbox"/> By Direct Bank Credit: <i>Bank:</i> ASB, Glenfield, Auckland, New Zealand <i>Name:</i> Margaret Marsh <i>Customer no:</i> 12-3072-0244921-00</p>

BOOKING INFORMATION, TERMS AND CONDITIONS
<ol style="list-style-type: none"> 1. Bookings for ACT courses will be accepted on a first come first served basis. 2. Payment is required to confirm your seat on a first come first served basis. 3. Provisional bookings will be accepted. However, a booking will only be regarded as confirmed once a completed booking form and payment have been received. 4. If a course is full, your name will be placed on a reserve list. If a place then becomes available, you will be notified. 5. Modification to enrolment is accepted without penalty up to five (5) working days prior to course commencement. 6. Re-scheduling or cancellation in the five working days prior to the course will be treated as follows: <ul style="list-style-type: none"> • 1 to 2 working days before start date of course, a cancellation fee of 50% of the total cost will be charged. • 3 to 5 working days before start date of course, a cancellation fee of 30% of the total cost will be charged. • Substitution of attendees is accepted free of charge at any time. 7. When it is necessary to reschedule a training course, you will be contacted as soon as possible to arrange: <ul style="list-style-type: none"> • A new date for training, or • Completing the training as personal tuition (where applicable) 8. If ACT has to cancel a course for any reason, any monies already paid will be refunded in full. 9. Travel directions will be given once we have confirmed your place on the course and your payment has been received.