



# ALBANY COMPUTER TRAINING

PO Box 40531, Glenfield, Auckland. 09 478 0300. www.pctutorweb.com



## 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:
		\$175
	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
please tick one: <input type="checkbox"/> By Cheque: payable to <b>M A Marsh</b> , and posted to PO Box 40531, Glenfield, Auckland. I enclose a cheque for: \$..... <small>(DO NOT make cheques payable to Albany Computer Training)</small> <input type="checkbox"/> By Direct Bank Credit: Bank: TSB Bank, PO Box 240, New Plymouth, New Zealand Name: <b>Mrs M A Marsh</b> Customer no: 15-3959-0647262-00

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