



**FTI COURSE REGISTRATION FORM  
(Short Courses/ Seminars Only)**

(Please fill in and return to FTI with your payment)

**Booking Details:**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

FTI Member  OR/ I wish to become an FTI member

Course Title/s \_\_\_\_\_

Course Date: \_\_\_\_\_

Course fee/ deposit \$ \_\_\_\_\_

Membership Fee \$ \_\_\_\_\_ (NB: Membership form needs to be submitted)

TOTAL PAID \$ \_\_\_\_\_ Remainder Owing \$ \_\_\_\_\_

**Enrolment Terms and Conditions:**

- Enrolment can be made by fax, post, phone, email, or in person
- All fees include GST
- Discounts are available to current FTI members with most courses, other discounts are sometimes offered, whereby an appropriate concession card will need to be provided.
- A signed registration form must be completed at time of payment. On signing, the applicant accepts FTI's terms and conditions of trading. A written "Confirmation of Booking" will be issued with your receipt of payment.
- To ensure enrolment in a course, a deposit of 50% of the course fee or \$50, whichever is greater, must be paid at time of enrolment, the balance is to be paid no later than 2 weeks prior to commencement of the course.
- If you withdraw less than two weeks prior to commencement of the course, you will forfeit the deposit and the balance of the fee will be returned. There will be no refunds after the course has commenced, unless an alternative arrangement is agreed to by the Training Coordinator/ Head of Training in writing.
- FTI reserves the right to cancel any course; all fees paid will be returned.
- The Student acknowledges that all materials, including lecture notes, used during the course remain the intellectual property of FTI and must not be disclosed to other parties without the express consent of FTI. In the event that a Student does disclose these materials without proper consent then FTI reserves the right to take whatever disciplinary action it considers necessary against the Student to recover the situation.

I have read and accept the above terms and conditions

**Office use only:**

Date Received \_\_\_\_\_

Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_

Signature \_\_\_\_\_

**Payment Details:**

Cheque/Money Order  Visa  Mastercard  Bankcard  Cash (in person only)

Cardholder's name \_\_\_\_\_

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp date: \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_