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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 _____

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 \$ _____

Payment Details:

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

Cardholder's name _____

Card No. _____ - _____ - _____ - _____

Exp date: ____ / ____ Amount \$ _____

Signature _____ Date _____

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.

I have read and accept the above terms and conditions

Signature _____

Office use only:

Date Received _____

Receipt No. _____

Received by _____