**Course Registration form**

**Please complete this form and email to info@reboottraining.co.nz**

|  |  |
| --- | --- |
| Attendee Name: | Click here to add name |
| Email: | Click here to add email |
| Mobile: | Click here to add mobile |
| Course | Click here to add course name |
| Preferred date(s) | Click here to add preferred date |

**Billing details**

|  |  |
| --- | --- |
| Name: | Click here to add name of manager or training co-ordinator |
| Company | Click here to add company name |
| Email: | Click here to add email |
| Mobile: | Click here to add mobile |
| Postal Address: | Click here to add company address |
| Purchase order (if applicable) | Click here to add purchase order  |
| Comments | Click here to add any additional information |

**By completing this form you are agreeing to the terms and conditions below:**

1. Modification to enrolment is accepted without penalty up to ten (10) working days prior to course commencement.
2. Re-scheduling or cancellation less than ten working days prior to the course will be treated as follows:
	1. 1 to 3 working days before start date of course 100%
	2. 4 to 10 working days before start date of course 50%
3. Substitution of attendees is accepted free of charge at any time.
4. When it is necessary for Reboot Computer Training to reschedule a training course you will be contacted as soon as possible to arrange:
	1. A new date for training,
	2. Completing the training as personal tuition (where applicable)
	3. Cancellation of the training at no charge to the client.