

Course Registration Form

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| Attendee Name | | | |
| Contact number (preferably cell phone number please) | | Email address | |
| Course Details | | | |
| Course Title | | Software Version (Please note: Ardito training PCs run Office 365) | |
| Course Level | | | |
| Course Date | Click here to enter a date. | | |
| Billing Information | | | |
| Name | | | |
| Organisation | | | |
| Phone | | Email | |
| Postal Address | | | |
| Purchase Order Number (if any) | | | |
| Comments | | | |

Terms and Conditions

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 to 3 working days before start date of course 100%
 - 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 Ardito to reschedule a training course you will be contacted as soon as possible to arrange:
 - A new date for training
 - Completing the training as personal tuition (where applicable)
 - Cancellation of the training at no charge to the client.

☐ I have read the Terms and Conditions.