

Registration Form

To ensure that your contact details are accurate, please provide all information requested on this form. PLEASE PRINT CLEARLY IN BLOCK LETTERS.

Program Details	Program name		
	Program date		Program time
Participant Details	Title Mr/Mrs/Ms	First Name	Surname
	Position		
	Organisation		Membership No.
	Telephone		Facsimile
	Email		
Participant Two Details	Title Mr/Mrs/Ms	First Name	Surname
	Position		
	Organisation		Membership No.
	Telephone		Facsimile
	Email		
Contact/Invoice Details	Title Mr/Mrs/Ms	First Name	Surname
	Invoice Address		Postcode
	Telephone		Facsimile
	Email		

Payment Details	Total cost \$		
	<input type="checkbox"/> Invoice the organisation/contact person above		
	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX
	<input type="checkbox"/> Diner's	<input type="checkbox"/> Cheque	
	Card number	<input type="text"/>	Expiry
Cardholder's Name		Signature	

How did you hear about this training?	<input type="checkbox"/> Manager	<input type="checkbox"/> Advertising	<input type="checkbox"/> Business SA Training Program	<input type="checkbox"/> Flyer
	<input type="checkbox"/> Website	<input type="checkbox"/> Email	<input type="checkbox"/> Google Ad	<input type="checkbox"/> Business SA Staff
<input type="checkbox"/> Other				

I declare our organisation and this program is eligible for the SafeWork SA OHS subsidies. Please tick the subsidy category(ies) below.
 Small Business High Risk Occupation/Industry – type: _____ Signature _____

Cancellations and conditions

- Special conditions apply to cancellations for Certificates and Diplomas. These conditions can be found within the relevant Certificate or Diploma program information on our website www.business-sa.com, or for further information call Customer Service on 08 8300 0103 or email customerservice@business-sa.com.
 - All cancellations must be notified in writing to customerservice@business-sa.com. Registrations may be cancelled up to five (5) working days prior to the program and receive a full refund.
 - Registrations cancelled less than five (5) working days prior to the program will be non refundable.
 - Non-attendance will result in the full program fee being charged.
 - Notification is required to substitute another participant, no later than two (2) working days prior to the program, should the nominated person be unable to attend.
 - Payment must be made fourteen (14) days from receipt of invoice. Registrations made within fourteen (14) days of the program require payment prior to commencement.
 - Registrations received within five (5) working days prior to the commencement of the program are non refundable.
 - Business SA endeavours to deliver every program. However, Business SA also reserves the right to cancel or postpone a program to an alternative date. All registered participants affected by such a cancellation will receive a refund or be offered the opportunity to transfer to the next available program.
 - A participant can be transferred to another program date once free of charge, provided written notification to customerservice@business-sa.com is received no later than two (2) working days prior to the start of the program. If a participant is unable to attend after being transferred once and no substitute is made, the booking will be cancelled, the fees forfeited and any re-registration will incur the full program fee.
 - Business SA reserves the right to amend its cancellation policy at any time and will amend its registration forms and processes accordingly.
- NOTE: The cancellation policy of refunds granted up to five (5) working days prior to the program does not apply when participants have transferred once.
- I have read and understood the terms and conditions above.**
- Signature _____

Privacy statement

Business SA has a commitment to privacy in accordance with the Privacy Act of 1988 and its amendments. The information you provide is voluntary, however, we may be unable to process your booking successfully without all relevant data fields completed. Business SA would like to keep you informed about other training courses, seminars, information forums, events. If you would **NOT** like to join the Business SA mailing list then please tick this box: . To read Business SA's full Privacy statement please visit www.business-sa.com or contact the Business SA Privacy Officer on 08 8300 0000. Business SA is the trading name of the South Australian Employers' Chamber of Commerce and Industry Inc.

Office Use Only

Date	Invoice Number
Amount	Customer Number.
Website	