PROFESSIONAL MANAGEMENT PROGRAMS SHORT COURSE PROGRAM 2008
REGISTRATION FORM

PARTICIPANT'S DETAILS

Course Name _____ Course Date _____

Title _____ First Name _____ Surname _____

Position _____ Email _____

Ph: Work _____ Mobile _____ Fax _____

How did you hear about us? _____

DEPARTMENT / BUSINESS/ ORGANISATION

Name of Dept / Bus / Org _____ Location Code _____

Postal Address _____

_____Postcode _____

Contact Officer Name _____ Position _____

Ph: Work _____ Fax _____ Email _____

Would you like the confirmation and attendance details to go to ❑ Participant ❑ Contact Officer

Special Dietary Requirements:_____

IMPORTANT: I have read and accept the Registration Procedures.

Signature _____ Date _____

PAYMENT (please indicate method of payment)

- ❑ Cheque for $ _____made payable to University of Canberra
- ❑ Please send an invoice to contact officer above for the following amount $_____
- ❑ Payment by credit card: Bankcard ☐ Mastercard ☐ Visa ☐ AMEX ☐

  Card No: |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| Amount $_____

  Expiry Date _____Cardholder's Name _____

  Date _____Signature _____

Professional Management Programs University of Canberra ACT 2601 - ABN 81 633 873 422
CONTACT DETAILS: **Ph:** (02) 6201 2977 **Fax:** (02) 6201 5109 **Email:** pmp@canberra.edu.au **Website:** http://www.canberra.edu.au/pmp
Address: PMP, University of Canberra Innovation Centre, Building 22B28, University Drive South, Bruce ACT 2617, Australia
Note: We reserve the right to cancel courses due to insufficient numbers and will inform registered participants. Information in this publication was correct at the time of printing.

Registration Procedures

HOW TO REGISTER
Please complete and fax this form to the fax number below. Course confirmation will be forwarded upon receipt of your form to the email or mailing address provided.

COURSE SESSION TIMES
Full day: 9:00am - 5:00pm
Half day: 9:00am - 12:30pm or 1:30pm - 5:00pm

FEE and PAYMENT
For 2008 pricing information refer to individual courses on PMP website or contact our Client Service Officers. An invoice will be mailed out on course completion to the contact officer. An advance invoice can be requested.

Please make cheques payable to the University of Canberra.

Course fees usually cover all materials and catering for the duration of the course. For any other costs, please refer to PMP website.

CANCELLATION/TRANSFERRING TO ANOTHER COURSE

Timeframe	Charge*
First transfer or cancellation more than five working days prior to course commencement	No charge
Subsequent transfers	50% of course fee
Transfer or cancellation five working days to 24 hours prior to course commencement	50% of course fee
Transfer or cancellation within 24 hours of course commencement or non-attendance	100% of course fee

*Charges can be waived if a substitute person is registered in place of the original participant.

OFFICE USE ONLY:

CC:_____ P ID: _____

Conf. date:_____

Actions: _____

GL code:_____

Transaction ID: _____