



## Self Confidence through Effective Written Communication© Course Corporate - Enrolment Form

### Organisation details:

Organisation name:

Organisation Address:

Suburb/town:

State: Postcode:

ABN:

### Representatives details

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Title in organisation:

Email:

Phone:

Mobile:

### Payment method

The cost of the course for per participant is \$440 (GST Inclusive). Max 12 participants.

Please find enclosed my cheque for \$\_\_\_\_\_ (**GST Inclusive**) for \_\_\_\_\_ participants.

Cheques can be made payable to Steensma Pty Ltd, or

We have transferred \$\_\_\_\_\_ (**GST Inclusive**) for \_\_\_\_\_ participants which has been paid direct to ANZ, Account Name – Steensma Pty Ltd, Branch No (BSB) – 016-355 Account No – 4856-76892

### I have read and agree to the terms and conditions of Enrolment (overleaf)

Signature of Rep:

Date:

### Course details

Preferred course start date:

Location:

### How did you hear about this course? (Please tick all)

Our Business team

Event

Internet

Advertising Brochure

Previous course

Telephone

Email

Friend/Work Colleague

Other

This document will be a tax invoice when you make full payment. Please keep a copy.

Steensma Pty Ltd - ABN 41 129 541 699



## Conditions of Enrolment

This course is restricted to a max group of up to 12 participants.

The course is conducted at the client's premises. If the client uses an alternative venue, this will be at the expense of the client.

### Registration and Fees

Course fees are due **seven** days prior to the commencement of the course. Please send payment with enrolment form.

The cost of the course for per participant is \$440 (GST Inclusive).

Cheques can be made payable to Steensma Pty Ltd or Paid direct to ANZ, Account Name – Steensma Pty Ltd, Branch No (BSB) – 016-355 Account No – 4856-76892

All course registrations will be confirmed in writing before the course starts. Confirmation letters are sent out two weeks prior to the course commencement date. In case of late registration, confirmation will be phoned, emailed or faxed through to the nominated person.

### Cancellation and Transfer Fees

#### Cancellation Fee

If a cancellation, by the client, is received less than five working days prior to the commencement of the course a \$1500.00 (inclusive of GST) administration fee will be incurred.

If a cancellation, by a participant, is received less than five working days prior to the commencement of the course a \$150.00 (inclusive of GST) administration fee will be incurred.

If cancellation is received less than two working days prior to the start of the course, or the client/participant fails to turn up on the day of the course, the full fee will be charged.

For residential courses: if cancellations are received less than seven working days prior to the commencement of the course, the full fee will be charged.

#### Transfer Fee

If the client wishes to transfer to another date, notification is required two working days prior to the start of the course or a \$1500.00 (inclusive of GST) administration fee will be incurred.

#### Substitute another Participant

Substitutions can be made and no fee will be incurred. Please advise Steensma Pty Ltd promptly of name change.

#### Cancellation of a Course by Steensma Pty Ltd

In the event a course is cancelled by Steensma Pty Ltd the Client/participants will be notified and a full refund of the course fee will be offered.

Alternatively, the client will be offered an alternative date to conduct the course.

#### Goods and Services Tax (GST)

All courses conducted by Steensma Pty Ltd are subject to GST.

#### Catering

Please note: In order to keep down the costs we don't supply fancy lunches. Please bring your own. Catering can be provided on request at your expense. We do supply morning teas.

Steensma Pty Ltd can provide lunches at the expense of the client.



## Participants Details

Please provide the details of participants that your company wishes to enrol for the course:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

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Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:



Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:

Mr/Mrs/Ms/Miss/Other:

Family name:

Given name/s:

Preferred name:

Email:

Phone:

Mobile:



**Corporate & Business Support**

**Our business is supporting your business  
Our strength is supporting your strengths**

**Alternative Dispute Resolution: Mediation, Adjudication & Expert Determination & negotiation  
Management Consulting & Contracting  
& Training solutions**

**Please return the completed form (pages 1, 3 &4) together with payment to:**



**Contact us** [http://www](http://www.steensma.com.au)

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**Sterkte**



Thank you for the business.

**Our Business is supporting your business  
Our Strength is supporting your strengths.**