



## Certificate IV in Facilitation

### Registration form/Tax invoice

To register for this workshop, please complete the form below (one per participant) and forward by post, email or fax with payment. IPS has a number of payment methods available – please ensure you indicate which method you wish to use by ticking the appropriate box on the following page.

**Date of the course you are interested in:** \_\_\_\_\_

Name of Organisation:		
Participants Name:		
Telephone:	Facsimile:	
Postal Address:		
Suburb:	State:	Postcode:
Email Address:		
Special requirements (dietary/other):		

	Brisbane	Venue	Investment
<b>Certificate IV in Facilitation</b>	<input type="checkbox"/> <b>Three day block</b> Date of course you wish to attend: -----	IPS Premises 18B, 107 Miles Platting Road Eight Mile Plains  <b>(Please see over for payment details)</b>	<b>\$2,100.00</b>



## Payment Details

**5% Discount applies for groups of 3 or more.** In-house programs available minimum group of 10 – investment required is negotiated.

**Payment must be made in full of \$2,100.00 upon registration with an early-bird special of \$1,850.00 for any participant who successfully registers and pays by a month prior to our 2010 course dates.**

**Please note that registration needs to be received at least 10 working days prior to course commencement.**

Payment can be made by credit card, cheque or EFT. If paying by cheque please make sure it will be received and funds cleared at least 10 working days prior to course commencement.

Please tick chosen payment method:

<input type="checkbox"/> <b>Payment by Cheque</b>	<input type="checkbox"/> <b>Payment by Electronic Funds Transfer (EFT)</b>
1. Complete the Registration form/Tax Invoice and attach cheque to the original. 2. Retain a copy for your records 3. Cheques should be made payable to: <b>'Voctec (Australia) Pty Ltd'</b> 4. Registration form/s and Cheque should be addressed to: IPS Institute PO Box 3232 SUNNYBANK SOUTH QUEENSLAND AUSTRALIA 4109	If you would like to arrange an electronic funds transfer please use the following bank details: Account Name: VOCTEC (Australia) Pty Ltd BSB Number: 064 162 Account Number: 1021 4137 Quote "Cert IV" and then your surname/organisation 1. Complete the registration form/Tax invoice and attach a copy of the EFT Remittance Advice. 2. Retain a copy for your records 3. Post registration form/s and EFT Remittance to: IPS Institute PO Box 3232 SUNNYBANK SOUTH QUEENSLAND AUSTRALIA 4109 <b>OR</b> 4. You can email or fax your completed registration form and EFT Remittance advice to: Email: <a href="mailto:info@ipspeople.com">info@ipspeople.com</a> Fax: (07) 3841 8066

**Payment by Visa, MasterCard or American Express(tick and complete as appropriate)**

Visa       MasterCard       Amex      Amount Payable:

Expiry Date:   -

Signature:

Security Code:

Cardholders Name:

Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Refunds will only be granted when notice of inability to attend is received in writing (email is acceptable) ten working days prior to the program date. IPS has the right to cancel any session one week prior to its intended date.

### Privacy Information

IPS is collecting the information on this form to ensure payment of debt to IPS. Only authorised officers have access to this information. Your personal information will not be disclosed to a third party without your consent, unless required by law.

Office use only  
Receipt Number: