

GATEWAY TO TRAINING

COURSE REGISTRATION FORM



Course: *Intermediate Excel*
Date: Monday, 12 and Wednesday, 14 March 2018
Two session course
Time: 5.00pm to 8.00pm
Cost: \$150.00
Trainer: Michelle Bate
Computer System: Windows ☐ Mac ☐ Other: _____
Please note that GTT operate on a Windows based system

Name: _____

Business: _____

Address: _____

Phone: _____ **Mobile:** _____

Email: _____

Signature: _____

Please tick this box if you do not wish to receive occasional marketing emails from GTT ☐

How did you hear about this course? Noticeboard ☐ GTT Website ☐ Facebook ☐
Contacted by GTT ☐ Word of Mouth ☐ Getting Out In Gundy ☐ Newsletter ☐
☐ Other: _____

Please tick this box if you do not wish to receive occasional marketing emails from GTT ☐

Will you require additional assistance to complete this course e.g. assistance with reading, writing, learning difficulties, hearing? If yes, please list _____

Cancellation terms and conditions

Should you be unable to attend, a substitute person will be accepted at no extra charge. For cancellations received **more than three (3) days prior to the course, fees will be refunded in full.** For non-attendance, cancellations or transfers received **less than three (3) days prior to the course, 100% of fees will be forfeited.** Courses may only be 'rolled over' to a future course in one instance, after which time fees will be forfeited. All courses are subject to demand and should a course be cancelled or deferred due to insufficient interest, a full refund will be provided. By signing this form, you agree to these terms and conditions.

Registration and prepayment are essential.

Cheques are payable to Gateway To Training. Credit cards are accepted.

Cheque ☐ **Cash** ☐ **MasterCard** ☐ **Visa** ☐

Expiry Date: _____/_____/_____

Card No: _____/_____/_____/_____

Name on Card: _____

Signature: _____

Thank you for registering with Gateway To Training.

Please return this form with payment to confirm your place, as class sizes are limited.

Gateway To Training

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Office Use only		
<input type="checkbox"/>	<input type="checkbox"/>	INV/SR/MR
Entered	Confirmed	