

LIVE ONLINE OPEN ENROLMENT REGISTRATION FORM

Complete this form and email it to info@franklincovey.co.nz

Ensure all fields are completed before submitting.

1 Invoicing Details

Company Name		Company ABN	
Billing Contact Name		Telephone No.	
		Email	
Billing Address 1			
Billing Address 2			
Billing City			
Billing Post Code		Billing Country	
Participant Name		Telephone No.	
		Email	

2 Program Type, Pricing and Date

Workshop Title & Price		Workshop Date	
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3 Payment Details

Payment must be received prior to the event date.

Purchase Order No.	
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4 Confirmation

NAME OF AUTHORISED PERSON	POSITION	SIGNATURE

5 Participant Materials

You will receive physical materials for this program.

If the materials should be sent to the same address as above, please tick this box.

Alternatively, please insert the mail address for the physical material in the box to the right.

Please include name, address, city, state, post code and country.

TERMS & CONDITIONS

A person authorised to make contractual commitments on behalf of the company must sign this form. By signing, the participant confirms booking place(s) for the workshop on the dates specified and agrees to the following terms and conditions including all terms for cancellations and transfers.

Payment Terms: Payment for all workshops must be received in full prior to the workshop taking place.

Cancellations and Transfers: FranklinCovey Pty Ltd. reserves the right to cancel public workshops without liability up to 14 days prior to the start date.

Cancellations: If a participant fails to attend a workshop without prior notice, no refund of the workshop fee will be given. If a participant cancels the booking in advance, a cancellation charge will be made dependent on the notice given as follows: 0-14 working days prior = 100% of workshop fee; 15-28 working days prior = 50% of workshop fee; 28+ working days prior = no charge.

Transfers: If a participant wishes to transfer participation in a confirmed workshop to a later date and the request is made less than 14 days before the start of the workshop, a transfer charge of 50% of the workshop fee will be made. For transfer requests made 15-28 working days prior, the transfer charge is 25% of the workshop fee. For all transfers, the participant must confirm a new booking within four weeks of the original date, and the replacement workshop must be within 12 weeks of the original date. A participant can only transfer once; we reserve the right to treat a subsequent transfer request as a cancellation. As an alternative to a transfer or cancellation, another participant may be substituted without penalty.

We confirm that your address details will not be held on our systems and only used to despatch physical materials.

FranklinCovey Pty Ltd., GPO Box 2769, Brisbane, QLD 4001. Tel: 1800 786 346