

Registration Form:

I am a... **BCI Member** **Non-Member**

TRAINING COURSES:

- Effective Specification Selling – The Architects Way*
 Construction Industry 101 – Foundations to Building & Construction*

*Select both if you would like to buy our package deal.

COST:

Member	ESS: \$597	CI 101: \$227	Package-deal: \$737
Non-Member	ESS: \$897	CI 101: \$297	Package-deal: \$1074

DATES:

Effective Specification Selling

- 22nd February 2012, Sydney
 7th March 2012, Melbourne

Construction Industry 101

- 21st February 2012, Sydney
 6th March 2012, Melbourne

BOOKING DETAILS:

Company: _____

Attendee's:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Company Address: _____

Telephone: _____ **Fax:** _____ **Email:** _____

This is a tax invoice for GST purposes – when payment is made, keep a copy for your records
BCI Australia Pty. Ltd. ABN 23 098 928 959

- I am paying by Bank Transfer to BCI Australia Pty Ltd. BSB: 032102 Account: 282455
 Cheque enclosed for: AUD \$ _____
 Please charge my credit card for the amount of: AUD \$ _____

Credit card: VISA MASTERCARD AMEX

(Diners Club not accepted)

NAME ON CARD: _____ **CARD NO.:** _____

EXP: _____ **CVC:** _____

Fax to 0384127999 or mail cheque to BCI Australia Pty Ltd. L1, Suite 101, 52 Atchison Street, St Leonards NSW 2065
For enquiries, please contact 1300BCIAUS or email academy@bciaustralia.com (BCI Academy is a division of BCI Group).

Terms and conditions

Registrations and Payment

Course fees are due within 30 days of course booking, if the booking is within 30 days of course commencement, full payment for the course must be received within 1 day prior to course commencement. Any registrations received within 5 days of the course commencement must be confirmed over the phone or in writing by a BCI staff member. Cancellations and transfers are subject to the terms and conditions outlined below. If payment of a course fee has not been received within the stated period, an enrolment may be cancelled. An enrolled participant will always be notified prior to this occurring. All bookings are deemed to have been placed by an appropriate approved representative of the company. Course bookings are made on a per seat basis. The participant names provided at the time of booking are for our own administrative use only. Clients may substitute participants at any time.

Transfers

Transfers will only be accepted in writing. Transfers must be received at least 24 hours prior of course commencement.

Cancellations

Cancellations will only be accepted in writing. If a cancellation is received 10 or more working days before course commencement, a full transfer is available. If a cancellation is made less than 10 working days prior to the commencement of a course, no refund is applicable. However a transfer to another course is acceptable, but this transfer must be made arranged at least 24 hours prior to course commencement and must be confirmed in writing by a BCI staff member. If no notification is received and there is non attendance at the course, no refund will be made.

Non Attendance

If a delegate fails to attend a course, course fees will not be refunded or allocated to another program. If the nominated delegate is unable to attend a scheduled course or part of a course, substitute participants are always welcome to attend.

General

BCI Media Group Pty Ltd reserves the right to cancel, postpone or re-schedule courses due to low enrolments or unforeseen circumstances. Should this occur a full refund will be provided. BCI Media Group Pty reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion. Where a refund is due to a participant a full refund will be issued by credit card or electronic payment within thirty days.

Privacy

BCI Media Group Pty does not sell or rent its member and client details to other organisations. The information collected on the enrolment form is for the purposes of processing your registration, creating and maintaining participant records, keeping you informed of upcoming events and products and assisting us in improving our service to you. Please contact us with any enquiries you may have in relation to this matter.