



Course Booking Form

Please complete this form and return it by fax: 1300 730 135, post: Level 1, Suite 8, 56 Delhi Road, North Ryde NSW 2113, or email: sales.aus@bsigroup.com. For further information phone 1300 730 134

Two weeks before the course is due to be held you will receive a course confirmation including the venue and all other course details. Please contact us if you don't receive this confirmation as it may indicate that we haven't received your booking.

Attendees Details			
Company:			
Contact Name:		Telephone:	
E-mail:		Fax:	
Address:			

Course Details		
Course Title:	Location/City:	Date:

Attendees Name	Special Requirements (vegetarian etc.)	Cost	
		Total Investment for Training	AUD \$

Where did you hear about this course?	
<input type="checkbox"/> Email about the course	<input type="checkbox"/> Referred by my BSI Client Manager or BDM _____
<input type="checkbox"/> Website	<input type="checkbox"/> Other (please specify) _____

Payments Details	
<i>Course bookings can't be accepted without a cheque or credit card details (Credit card payments will incur a 2% surcharge. We do not accept AMEX)</i>	
<input type="checkbox"/> Please find cheque enclosed (Make cheques payable to BSI Management Systems)	
<input type="checkbox"/> Please debit my credit card as follows:- <input type="checkbox"/> Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Card No:	Exp Date: ____/____
Cardholder name:	Signature:

Cancellations
<i>If you are unable to attend a course, another person from your organisation can attend at no extra charge. A full refund will be made for cancellations received in writing 30 days prior to the course date. There is no refund for cancellations made within 30 days prior to this course. Transfers to another date will not be accepted within 14 days prior to course commencement. Full course fee is payable for non attendance. Course attendance subject to availability. BSI reserves the right to cancel courses. Notification of cancellations will be given as early as possible.</i>