

# LIVE ONLINE OPEN ENROLMENT REGISTRATION FORM

Complete this form and email it to [info@franklincovey.co.nz](mailto:info@franklincovey.co.nz).

*Ensure all fields are completed before submitting.*

## 1 Invoicing Details

Company Name	<input type="text"/>	Company ABN	<input type="text"/>		
Billing Contact Name	<input type="text"/>	Telephone No.	<input type="text"/>	Email	<input type="text"/>
Billing Address 1	<input type="text"/>				
Billing Address 2	<input type="text"/>				
Billing City	<input type="text"/>				
Billing Post Code	<input type="text"/>	Billing Country	<input type="text"/>		
Participant Name	<input type="text"/>	Telephone No.	<input type="text"/>	Email	<input type="text"/>

## 2 Program Type, Pricing and Date

Workshop Title & Price	<input type="text"/>	Workshop Date	<input type="text"/>
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## 3 Payment Details

*Payment must be received prior to the event date.*

Purchase Order No.	<input type="text"/>
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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**