

2018 EME ONE-DAY COURSE REGISTRATION FORM

Course Date: _____ Course Code (if known): _____

Course Location: _____

Full Name: _____

Position: _____

Work Organisation: _____

Postal Address: _____

Email: _____

Phone: _____ Mobile: _____

Please indicate if you have any special dietary requirements, e.g. gluten free;

PAYMENT INFORMATION

Total cost Per Participant (catering included): **\$345.00 GST inc**

Please indicate your correct payer method and a **7-Day** invoice will be emailed to your selected choice;

- Self** – details as per the above.
- Organisation** – details supplied down below;

Contact Person: _____

Position: _____

Work Organisation: _____

Postal Address: _____

Email: _____

Phone: _____ Purchase Order # (if applicable): _____

Please note:

- Once payment has been made, **please send a copy of your remittance advice to: eme@tolbeccs.co.nz**
- Your place on the course will be confirmed by email once full payment is received.

- Please see Page 2 for full terms and conditions and important registration information -

OFFICE USE ONLY

Date Rec'd:	Inv Date:	Inv Number: INV -	Inv Due Date:	Pay Rec'd:	Receipt/Con:

COMMENTS:

IMPORTANT INFORMATION

Registration Process:

You must return Page 1 of the Registration Form via one of the below methods to successfully submit your registration request;

- **Fax:** 07 856 0002
- **Email:** eme@tolbeccs.co.nz
- **Post:** TOLBECS Ear Centre Ltd, EME Department, PO Box 4178, Hamilton East, Hamilton 3247

Once your registration form has been received you will receive an acknowledgement email within the next 72 hours with the relevant invoice attached (**Please note; fax or email is our preferred method for receiving registrations as it will expedite the wait time in between each registration step and secure your spot sooner**).

You will then have a **7-day period** to pay the invoice in order for your spot to be confirmed. Once payment is received a receipt will be issued and an email confirming your spot will be sent.

We will next be in touch in the week leading up to your course with more information on the venue and what to bring etc.

Payment Options:

- **Internet Transfer (our preferred option):** Please use your **course location, name and invoice number** as reference when making payment.
- **Cash/Cheque:** Please send to the above postal address alongside a copy of your relevant invoice.
- **Pre-Pay:** If you wish to pay in advance to secure your spot you may do so but we ask that you please supply us with your remittance advice (alongside your registration form) and use the course code e.g. **'01HAM18'** and your **full name** as reference when making payment.

Unfortunately, we do not offer Credit Card as a payment option.

Account Details:

Please note: All account information will be supplied on the registration invoice also.

Account Name: TOLBECS Ear Centre Limited, EME Account

Account Number: 03-1555-0160248-02

For those paying from overseas, please see the below international payment information;

BSB Number: 03-1555

Swift Code: WPACNZ2W

Bank Branch: Westpac Bank, Hamilton East, Hamilton, NEW ZEALAND

Course Details:

For more information on venue locations, course content, the presenter, the day's schedule and status' of course availability etc please visit our website: www.tolbeccs.co.nz/one-day-courses.

Cancellations:

We require 10 working days' notice of a cancellation to allow a refund, less 20% administration fee.

If you are unable to give such notice, we are happy for you to arrange another person to attend in your place.

Should a course fail to attract a minimum number of participants, we reserve the right to cancel and full course fees would be refunded.

Thank you for your registration, we look forward to meeting you soon!

*Best regards, **the TOLBECS Team***