



## TRAINING WITH TEAM DIGITAL

### Course Structure

Class sizes are restricted to a maximum of five participants to ensure adequate attention is given to each student. Each student is provided with a computer, which is configured to either a Mac or Windows operating system.

### Course Notes

Adobe Certified Courseware is provided to aid in the learning process and as a permanent source of reference for students to keep.

### Course Presenters & Course Content

Our presenters are skilled educators who have years of experience in presenting short courses as well as designing customised programs for specific training needs.

### Times & Parking

Please refer to the provided course information for relevant times & dates. There is a tea & coffee area accessible throughout the course. There is limited free on-site parking at the front of the building.

### Enrolment & Payment

- Enrolment is made by completing the form on Page 2 and returning it to us with a 30% deposit.
- *Please note that enrolments cannot be processed unless accompanied by a deposit.*
- The balance of the course fee is due no later than fourteen (14) days prior to the commencement of the course.
- The exception to this is if your company has a 30-day account with us & provides a Purchase Order.

### Cancellation Policy

- |   |   |                        |
|---|---|------------------------|
| • No less than 14 days from course date | = | 100% refund            |
| • Less than 14 days from course date    | = | Deposit forfeited      |
| • Non-attendance (No-show)              | = | All payments forfeited |

Please note that the above cancellation policy may not apply where inability of a student to attend is caused by medical illness. Upon presentation of a medical certificate and at Team Digital's discretion, the course fee will either be refunded in full or the enrolment commuted to a subsequent course at a date suitable to all parties.

### Money Back Guarantee

Subject to certain conditions, Team Digital offers a money back guarantee where the training does not meet students' expectations. For a full explanation of this policy, please [visit our website](#).

### Privacy Policy

Please [visit our website](#) to view our Privacy Policy.

## TRAINING COURSE REGISTRATION

Please complete all sections and return to us for processing.



Course Information	
Course and Date	
Start & finish times	9.00 to 5.00pm

Billing Information	
Contact Name	
Company Name (if applicable)	
Address (street number & name)	
Address (suburb & state)	
Phone	
Email	

Participant Information	
Name	
Phone	
Email	
Postal Address	

**Operating system for computer?**☐ Windows ☐ Mac**Which version of the application are you currently using?** ☐ CC (Year: \_\_\_\_\_) Other: \_\_\_\_\_**Do you have any special dietary requirements we need to be aware of?**☐ No☐ Yes \_\_\_\_\_**Payment**

Payment is tendered as follows (all customers must select one option):

☐ Full course fee **\$795**☐ Deposit of 30% **\$238.50****Payment Method (Please choose one only)**● *Credit Card*☐ Visa☐ MasterCard☐ American Express (2.75% surcharge applies)

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ CCV: \_\_\_\_\_

● *Direct Deposit* – Receipt copy attached? ☐ YesPlease use Participant Name  
or Client ID code as your  
payment reference.

BSB: 086 006

Account Number: 571 823 588

**I confirm that I have read the Terms and Conditions published on Team Digital's website at:****[Click here for Terms and Conditions](#)****I accept that those Terms and Conditions apply to this enrolment.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_