

## TRAINING WITH TEAM DIGITAL

### Course Structure

Class sizes are restricted to a maximum of four 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 Page 2 for relevant times & dates. There is extremely limited free on-site parking at the front of the building. Please refer to the Session Overview (provided with your Enrolment Confirmation) for further details regarding parking & other transport options.

### 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 payment.*
- The balance of the course fee is due no later than fourteen (14) days prior to the commencement of the course.
- The exception to the above is: if your company has a 30-day account with us & provides a Purchase Order; or if your accounts department pays the invoice with funds clearing before the course start date.

### 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	
Title & Dates	
Start & finish times	9:00am to 5:00pm (each day)

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: \_\_\_\_\_

(CC = Creative Cloud e.g. CC 2020)

Do you have any special dietary requirements we need to be aware of? ☐ No

☐ Yes - please provide details: \_\_\_\_\_

### Payment

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

☐ Full course fee **\$875.00**
☐ Deposit of 30% **\$262.50**

### Payment Method (Please choose one only)

• *Credit Card*

☐ Visa

☐ MasterCard

☐ American Express (1.75% surcharge applies)

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

• ☐ *Direct Deposit* OR ☐ *30-day Account* (Please choose one only)

An Invoice copy will be provided with Team Digital's BSB & Account Number in the lower left corner.  
Please use either the Invoice number or Client ID as your payment reference.

**I confirm that I have read the [Terms and Conditions on Page 1](#).**  
**I accept that those Terms and Conditions apply to this enrolment.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_