



## 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 exception to this is if your company has a 30 day account with us & provides a Purchase Order with the completed form.
- The invoice must be paid in full no later than fourteen (14) days prior to the commencement of the course. This is applicable for all payment methods.
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### 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: \_\_\_\_\_ CVV \_\_\_\_\_

● *Direct Deposit* Receipt copy required

Accounts Department to pay upon presentation of invoice

Acknowledged

● BSB: 086 006  
Account Number: 571 823 588

Please use Participant Name or Client ID code as your payment reference.

**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: \_\_\_\_\_