Team Digital

5 Coolgardie Terrace
Perth WA 6000
Phone: (08) 9328 3377 Fax: (08) 6323 1110
E-Mail: training@teamdigital.com.au Web: www.teamdigital.com.au

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.

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TRAINING COURSE REGISTRATION

Please complete all sections and return to us for processing.

Course Information	
Title & Dates	Click arrow on right to select course
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: _____