



Book online at www.cciq.com.au

t > 1300 138 470

f > 07 3013 3414 e > training@cciq.com.au

COURSE DETAILS

Participant name _____ (please complete further details overleaf)

Course Title	Date(s)	Price
	Total Price	

REGION Brisbane Cairns Gold Coast Mackay Rockhampton
 Sunshine Coast Toowoomba Townsville Bundaberg

Dietary Requirements _____

COMPANY DETAILS

Company Name _____

Membership No _____ Phone _____ Mobile _____

Address _____ State _____ Post Code _____

Confirmation Email Address _____

AUTHORISATION

Name _____ Phone _____

If you are registering to attend an accredited Nationally Recognised Training Course, you must have already read and understood Chamber of Commerce & Industry Queensland's policies, located at www.cciq.com.au, or available in hard copy on request.

I have read and understood these policies? Yes No

I have read, understood and accept Chamber of Commerce & Industry Queensland's Terms & Conditions over page? Yes No

BILLING DETAILS (if different from company details above)

Address _____ State _____ Post Code _____

Billing Email Address _____

PAYMENT DETAILS (full payment is required before attending the course)

PLEASE SELECT METHOD OF PAYMENT

CREDIT CARD (Please tick and complete the details)

AMEX Mastercard Diners VISA Card Number _____

Cardholder's Name _____

Expiry Date _____ Cardholder's Signature _____ Phone _____

Cheque (Please make payable to Chamber of Commerce & Industry Queensland)

EFTPOS Purchase Order No. (if applicable) _____

PRIVACY Please note that the information you provide on this form is "personal information" pursuant to the Privacy Act 1988 ("the Act"). This information is being collected for the purposes of processing your registration and to keep you informed of upcoming events. The intended recipient of this information is Chamber of Commerce & Industry Queensland (CCIQ) and its service providers. Please note that the provision of this information by you is voluntary. However, if you do not provide the information requested, CCIQ may be unable to process your registration. You have the right of access to, and alteration of, personal information concerning yourself held by CCIQ in accordance with the Act. The information is being collected by CCIQ and will be held by CCIQ.





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PARTICIPANT DETAILS

Trainee number (CCIQ to complete) _____

Title (please circle) Mr/Mrs/Miss/Ms/Other _____

Given name _____ Surname _____

Gender _____ Date of birth _____

Country of birth _____ Phone number _____

Email _____

Residential address _____ State _____ Post Code _____

Postal address _____ State _____ Post Code _____

Primary language spoken: _____ English Proficiency (please circle) Very well/Well/Not well

Disabilities _____

Education profile

High school level completed _____

Prior education achievement _____

Employment status _____

Reason for study _____

Learner Unique Identifier (CCIQ to fill in) _____

TERMS & CONDITIONS

Refund Policy

The Chamber of Commerce & Industry (CCIQ) has a fair and equitable Refund Policy guaranteeing the refund of fees to course participants under reasonable circumstances. The management guarantees CCIQ's sound financial position and safeguards clients' fees until used for learning and assessment.

1. An organisation or individual may substitute another participant prior to course commencement date at no cost should the nominated person be unable to attend as long as notification is provided in writing prior to commencement of the course.
2. Registration may be transferred to another course or cancelled at no cost up to fifteen working days prior to a course providing notification is provided in writing.
3. Transfers to another course or cancellations made between 11 and 15 working days (3 weeks) prior to the commencement of the course must be in writing and will attract a 20% administration fee.
4. Transfers to another course or cancellations made between six and ten working days (2 weeks) prior to the commencement of the course must be in writing and will attract a 35% administration fee.
5. For cancellations made within (and including) five working days prior to the commencement of the course, no refund will be issued, however a substitute may attend the course as per Item 1 above.
6. No refunds will be made after the commencement of the course unless the participant provides a medical certificate or can demonstrate extreme personal hardship. In this case, the participant may transfer to a subsequent course at the discretion of management.
7. CCIQ reserves the right to cancel or postpone a course to an alternative date. All registered participants affected by such changes will be offered the opportunity to transfer to the next available course program or receive a full refund.

Note: Bookings on courses are not guaranteed until full payment is received.

