

## 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 an in-class workstation configured with suitable software & hardware.

### 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-street parking near the premises. Please refer to the Parking & Transport Guide provided with your Enrollment Confirmation for further details.

### Enrollment & Payment

Enrollment 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 enrollment 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: \_\_\_\_\_