

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 da y) |

| 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: _____