

# Renaissance Training

Learn more about what your computer can do for you.



## Booking Form

### Personal Details

Name:.....  
Company/ Institution:.....  
Street Address:.....  
Suburb:..... City:.....  
Contact Phone:..... Contact Fax:.....  
Mobile Phone:..... Email Address:.....  
Course Title:..... Course Date:.....  
Price Structure: Standard / Education Please Circle (Education pricing is available to any employed by an Education Institution, Registered Teacher or valid Student ID)  
Course Cost exc GST = \$ ..... Course Cost including GST = \$ .....

### Payment Details

- Please Charge to our Renaissance Account:  
Order No. .... Account Name: .....
- Please find enclosed:  
A cheque for the Course Cost plus GST of .....
- Please charge to my credit card:  
Mastercard / Visa ( please circle the appropriate one)  
Name that appears on the card .....
- Card Expiry:..... Card Number:.....

### Booking Information & Conditions

All course costs include course materials and light refreshments. All prices exclude GST. Registration to any advertised Renaissance Training event must be in writing on a standard booking form, either posted or faxed to Renaissance Training. Any customised training bookings made with Renaissance Training must be made in writing either by post, fax or email. Standard business account terms apply to all account holders. Retail clients' and all private customers payment is due at least five working days prior to the course date. Confirmation of all courses will be made in writing. In the event of a course being cancelled, participants will be notified at least three working days prior to the starting date. Where payment has already been made, a refund may be given, or the fee may be transferred to another course. Once a place has been booked and confirmed in writing, no refund will be made unless Renaissance Training has cancelled or rescheduled the course, or in exceptional circumstances. Failure to attend a course will result in the course fee being retained by Renaissance Training. Participants wishing to cancel or reschedule their booking must do so with a minimum of five working days notice prior to the course date. We reserve the right to cancel or reschedule courses due to low enrolment or circumstances beyond our control. Where a prerequisite is mentioned, participants need to ensure that they have completed sufficient learning to attend a course. Where you are unsure, please call the Training Manager to discuss your individual needs as flexibility is often possible. We cannot take responsibility for unsatisfactory learning outcomes, when a prerequisite is not fulfilled.

All bookings are valid once confirmation has been sent from Renaissance Training.  
Bookings will be confirmed by fax and / or post.



**Renaissance**  
Education Division

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