Registration Form/Tax Invoice

DEVELOPING AN EFFECTIVE PARTNERSHIP WITH YOUR BOARD

11-13 May 2010

GST Number 69 633 517

Please send your remittance with this completed registration form to:

BoardWorks International (New Zealand) Ltd
P O Box 1630
Wellington

Name: .....
Position: .....
Organisation: .....
.....
Address: .....
.....
Phone: .....
Fax: .....
Email: .....

Course fee: 3350 plus GST ($3768.75). This covers accommodation, meals, and course-related costs but not transport to the venue).

Early Registration discount: Register & pay prior to 9 April 2010 and pay only $2850 plus GST ($3206.25)

Payment options

❑ I have paid $.....by direct credit to your account 060 529 0685660 00

❑ I enclose a cheque for $.....

Cancellation Policy: Our cancellation Policy is attached

This registration form will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy.

❑ **I am unable to attend on this occasion but please register my interest in a future programme**
(Please **fax** to 04 569 9045 including your name, etc as above).

BoardWorks International (NZ) Ltd
Cancellation Policy

Confirmation

The submission of the attached registration form is deemed a binding contract between the applicant and BoardWorks International for attendance at the professional development course nominated on the registration form.

Payment

Payment of course fees is due at the time of registration unless other arrangements are agreed with BoardWorks International.

Cancellation

Because of our contractual commitments to other service providers we regret that the following terms will apply for cancellations unless a suitable substitution can be found.

1-21 days prior to course commencement:	100% of the course fee is payable
22-35 days prior:	50% of the course fee is payable
36-60 days prior:	10% of the course fee is payable

Part of the cancellation fee may be transferable to a future registration at the discretion of BoardWorks International.

Cancellation by BoardWorks International

BoardWorks International (NZ) Ltd reserves the right to cancel the course prior to its commencement. In all such cases BoardWorks International shall make full refunds of all fees paid. In the event of cancellation you agree that apart from a full refund of any fees paid BoardWorks International is not liable to you for any other costs incurred by you in relation to the cancelled course.