



# Course Schedule & Booking Form

## NEWCASTLE - 2012

	BA	RGS	RUML	ASP	TWS	DAM
Jan						
Feb		21-23				
Mar						
Apr	17-20					
May						
Jun						
Jul						
Aug		28-30				
Sep						
Oct	23-26					
Nov						
Dec						

*\* Subject to change - always check website for latest course dates*

CODE	COURSE TITLE	DAYS	PRICE (inc GST)
BA	Business Analysis	4	\$2,695
RGS	Requirements Gathering & Specification	3	\$2,255
RUML	Modelling Requirements with Use Case & UML	2	\$1,485
ASP	Analysing & Solving Problems	2	\$1,485
TWS	Technical Writing Skills	2	\$1,485
DAM	Data Analysis & Modelling	2	\$1,485

*All prices include comprehensive course manual, lunches & refreshments*

#### DISCOUNTS:

5% discount for booking 3 or 4 delegates

10% discount for booking 5 or more delegates

(Bookings must be on the same course for discounts to apply)

**Fax your completed booking form to 03 9533 2400**

DELEGATE DETAILS:			
Course Title		Course Date	
Delegate Name (1)		Email	
Delegate Name (2)		Email	
Delegate Name (3)		Email	
Delegate Name (4)		Email	
Company Name and Address			
BOOKED BY:			
Contact Name		Email	
Telephone			
PAYMENT DETAILS:			
Payment Method	I will pay my invoice by:		Credit card <input type="radio"/> Cheque/EFT <input type="radio"/>
Contact Name		Email	
Address for Invoice			
Yes, I agree to IRM's terms and conditions (see below). Signed: .....			

TERMS & CONDITIONS
<p><b>Booking:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Bookings must be made using IRM's online booking form, or by faxing/emailing this form.</li> <li><input type="radio"/> If sending a company purchase order, it must be accompanied by an official IRM booking form.</li> <li><input type="radio"/> On receipt of your booking, IRM will send you a confirmation email.</li> <li><input type="radio"/> Full course joining instructions will be sent to you 14 days before the course start date.</li> <li><input type="radio"/> Minimum numbers apply - courses may be deferred 14 days before the start date if there are insufficient bookings.</li> </ul> <p><b>Payment Terms:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> The following payment terms apply, unless otherwise agreed in writing with IRM:</li> <li><input type="radio"/> An invoice will be issued when course is confirmed, 14 days before start date.</li> <li><input type="radio"/> Payment is due by course start date. Late payments may incur additional fees.</li> <li><input type="radio"/> Payment can be made by cheque, electronic transfer, or credit card (Amex/M'card/Visa - we will contact you for card details).</li> <li><input type="radio"/> Credit card payments are subject to 3% surcharge.</li> </ul> <p><b>Cancellation Fees:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No charge for cancelling/transferring a booking 15 days or more before the course start date.</li> <li><input type="radio"/> Bookings cancelled 14 days or less from the course start date will still be liable for the full course fee.</li> <li><input type="radio"/> Transfers 14 days or less before the course start date will charged an admin fee of 100% of the full course fee.</li> <li><input type="radio"/> Substitutions (sending an alternative delegate in place of the original delegate ) can be made at any time without charge.</li> </ul>