JENA DYCO INTERNATIONAL
ACADEMY OF FLOORING & FABRIC CARE

Unit 22, 23 - 25 Bunney Road
Oakleigh South VIC 3167
t: 03 9815 0175
f: 1800 038 838
e: admin@jenadyco.com
www.jenadyco.com

Training with Jena Dyco pays off!

Course Registration Form

ENROL 21 DAYS IN ADVANCE AND ENJOY AN EARLY BIRD DISCOUNT!

Please fill in the Registration Form and send it to Jena Dyco via fax (1800 038 838) or email (admin@jenadyco.com).
You may also call us on 03 9815 0175 if you wish to register over the phone.
Please note: Jena Dyco can only guarantee your place at a course after full payment has been received.
If a course is full, we will contact you to register you for the next available course.

Course Name:

Course Date: Course Location:

Company Name:

Contact Person:

Company Address:

Suburb: State: Postcode:

Office Ph: ( ) Mobile:

Fax: ( ) Email:

Name of Participants

1. 3.

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Cancellation Policy: If a customer cannot attend a course and advises Jena Dyco in writing 14 days or more prior to a course start date, the money paid towards the course will become credit, which will be valid for 12 months. If a customer advises Jena Dyco within 13 days prior to a course start date, 50% of the course registration will cover cancellation fee. The rest of the payment will become credit, which will be valid for 12 months. If a customer does not arrive at a course without notifying Jena Dyco, the money paid towards the course will be forfeited. There will be no course credit available. We suggest that travel arrangements are not made prior to receiving Jena Dyco confirmation email 2 weeks before the course. In the event that the course is cancelled or postponed, Jena Dyco will not be responsible for any cost incurred.

Signature:

By signing you acknowledge that you have read and understood the Cancellation Policy and agree to the terms and conditions of this agreement.

Payment Options: Course payments can be made in the following ways. Please tick your selection:

☐ **Credit card**
Record your credit card details below:

Card Type : Visa MasterCard

Card Number:

Expiry Date: /

Name on Card:

Signature: Amount: $

☐ **Direct Debit Deposit**
Account Name: Jena Dyco International
Bank: Commonwealth Bank
BSB: 063 138 Account No.: 10432320
Reference: First Name Initial and Surname
(e.g. Jim Brown - will be J BROWN)
Please fax or email us the remittance advice

☐ **Cheque** (Please note that we can only accept payments by cheque 4 weeks prior to a course start date. Payments made less than 4 weeks prior to a course start date should be via credit card or Direct Debit.)

Please mail your cheque and completed Registration Form to: Jena Dyco International
Unit 22, 23 - 25 Bunney Road. Oakleigh South VIC 3167

☐ Payment Plan via Ezidebit (Jena Dyco will contact you for details.)