

Public Course Registration

Name:	Company Name:
Mobile #:	Email:

How did you find out about our programs?

Courses	Course Date/s	Cost	Number of Seats	Total \$
Subtotal:				
Discount Code _____	Discount % _____	Total Discount		- \$
Total Payable:				

I have read and agree to the Terms and Conditions *(required to process your registration)*

Signed: _____ Date: _____

Name in Print: _____

Payment Details

To pay by credit card: Visit www.organisingsolutions.com to register and pay online.

To pay by cheque: Complete and return this form with *cheque made payable to: Organising Solutions*
Post to: Organising Solutions, 8/F Exchange Square Two, 8 Connaught Place, Central, Hong Kong.

To pay by direct deposit: Complete this form and deposit total due to *Organising Solutions, HSBC Account #808-153340-001*.
Send completed registration form and copy of deposit advice to: service@organisingsolutions.com or fax to **2869 9637**.

Terms + Conditions

Course Registration and Payment

Registrations close 1 week (7 days) before the scheduled start date. Advance registration is required; we cannot guarantee space availability for walk-in registrants.

Full payment is required in order to reserve your booking. Registration for any course is processed on a first-come, first served basis. Payments are non-refundable.

Upon receipt of your registration and payment, Organising Solutions will contact you to confirm your acceptance in the course, to notify you of your placement on the waitlist or to make suggestions for alternate dates due to oversubscription.

Cancellation Policy

Organising Solutions will make every effort to ensure courses are run as scheduled. However, Organising Solutions retains the right to cancel or reschedule any courses if necessary. Course credits will be issued in the unlikely event of a course cancellation by Organising Solutions.

No-shows or cancellation of your attendance on a particular course within 7 days of the course date will incur a 100% cancellation fee.

Bad Weather Policy

In the case of a Typhoon Signal 8 or Black Rain Storm warning hoisted at 6 am, all courses will be cancelled for that day. Course credit will be issued to registered participants.

Rescheduling Policy

We recognise that unforeseen circumstances may emerge which would require you to reschedule your attendance on a course, and we will work with you to do so at a mutually convenient time, provided notice of cancellation is given more than 7 days in advance of your course date. In this case, you may request a transfer of your course booking to another date within 2 months of the original course date.

Rescheduling will be subject to availability of places on subsequent workshops. We cannot guarantee space availability for rescheduled sessions, so we encourage you to make every effort to attend sessions as originally scheduled.

Course Credits

Course credits must be used within 2 months of the original course date. Course credits not applied within 2 months of the original course date will be forfeited.