



Course Schedule & Booking Form

CANBERRA

2010	BA	RGS	RUML	ASP	TWS	DAM
Jan						
Feb		23-25	18-19			
Mar	23-26			3-4		
Apr						29-30
May		18-20				
Jun	8-11		3-4	17-18		
Jul					14-15	
Aug		17-19				
Sep	14-17					8-9
Oct			21-22	12-13		
Nov		16-18				
Dec	7-10				1-2	

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	\$1,430
ASP	Analysing & Solving Problems	2	\$1,430
TWS	Technical Writing Skills	2	\$1,430
DAM	Data Analysis & Modelling	2	\$1,430

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