



Course Schedule & Booking Form

NEWCASTLE

2010	BA	RGS	RUML	ASP	TWS	DAM
Jan						
Feb						
Mar		9-11				
Apr	20-23					
May						
Jun						
Jul						
Aug						
Sep		21-23				
Oct	19-22					
Nov						
Dec						

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