



# Andrell Education

ABN 88 153 042 338

presents

## Big Write & VCOP

A Method for Raising Standards in Writing

### Face to Face Workshop

Course: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

(Registration opens at 8:45am for a 9:00am start - approx 3:30pm finish)

#### SCHOOL DETAILS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

Business Mgr: \_\_\_\_\_ Email: \_\_\_\_\_

#### PARTICIPANT DETAILS:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

#### DIETARY REQUIREMENTS:

Name: \_\_\_\_\_ Requirement: \_\_\_\_\_

Name: \_\_\_\_\_ Requirement: \_\_\_\_\_

**The cost of a face-to-face full-day workshop is \$385.00 p/p (inc GST).**

Price includes: Delegate Pack containing workshop notes, Morning Tea, Light Lunch, and Refreshments.

Full payment is required prior to the commencement of the workshop, and bookings received less than 14 days prior to the commencement of the workshop cannot be guaranteed catering or dietary requirements.

**Placement confirmation will be sent in the form of a Tax Invoice.**

Number of participants: \_\_\_\_\_ @ \$\_\_\_\_.00 per person (inc GST) = Total Amount: \$ \_\_\_\_\_

**Please complete this form in full and fax to (03) 8759 0583, or email to [info@andrelleducation.com.au](mailto:info@andrelleducation.com.au)**

A full refund will be given if written notification is received more than 14 days prior to the commencement of the workshop. A fee of 50% will be charged for notifications received after this time. No refund will be given if written notification is not received prior to or after commencement. Participant placements are fully transferable from the scheduled date of the workshop to an alternative workshop date. Transferred placements will not incur a fee if written notification is received more than 14 days prior to the commencement of the original workshop date. In the event of a workshop cancellation, Andrell Education will endeavour to notify participants as soon as practicable. At this time, Andrell Education will offer the option of transferring participants to an alternative workshop date or issuing a refund for the amount paid in full. Andrell Education will not be held liable for any additional expenses incurred.

**Andrell Education Australasia Pty Ltd**

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