



TRAINING REGISTRATION – 2018

Full Name	
Job Title	
Company	
ABN	
Phone	<i>Include area code</i>
Email	<i>for course correspondence</i>
Company Address	
State	Post Code



*COURSE DETAILS (Tick & enter preferences)

Course	Duration	Training Content	Select	Location (See calendar)	Date/s (See calendar)
BowTieXP Methodology	1/2 Day	Bowtie Methodology Theory	<input type="checkbox"/>		On demand
BowTieXP Software	1 Day	Methodology + Software (Basics)	<input type="checkbox"/>		
BowTieXP Master Class	2 Days	Methodology + Software Master Class	<input type="checkbox"/>		
AuditXP - Auditing	1/2 Day	AuditXP Software for conducting Audits (Prerequisite – BowTieXP Software)	<input type="checkbox"/>		
<i>The above courses can be customised to your existing risk management framework for in-house delivery on demand (Please complete below and contact us).</i>					
			<input type="checkbox"/>	List location	List date

COURSE FEES (per participant)

Course Type	Early Bird*	Normal	CONDITIONS:
1/2 Day Course	AUD 550	AUD 600	<ul style="list-style-type: none"> *Early bird pricing is valid if booked & paid at least 30 days in advance. Course Fees are listed in AUD without GST. 10% GST will apply Volume discounts may apply. Contact us for details Purchase the software and get further discounts. Contact us for details Contact: bowtiexp@bowtiexp.com.au
1 Day Course	AUD 1000	AUD 1100	
2 Day Course	AUD 1850	AUD 1950	

PAYMENT OPTIONS (tick payment method)

<input type="checkbox"/> Credit Card	Complete and return Page 1 along with payment reference. (Refer Page 3 to remit by Credit Card)
<input type="checkbox"/> Purchase Order	Company Purchase Order for approved organisations made to 'RPS Energy Pty Ltd'
PO #	<input type="text"/>
<input type="checkbox"/> EFT	Payable to: 'RPS Energy' Bank: Commonwealth Bank BSB: 066-007 Account No.: 1004 8403 International Swift Code: CTBAU2S Please include the code (BTXP) and your surname with remittance advice (e.g. BTXP-SMITH)

Queensland	Western Australia	New Zealand
743 Ann St Brisbane, QLD 4006 P: +61 7 3237 8899 F: +61 7 3237 8833	Level 2, 27-31 Troode St West Perth, WA 6005 P: +61 8 9211 1111 F: +61 8 9211 1122	Level 2, 218 Lambton Quay Wellington 6011, New Zealand P: +64 4 390 1309
WEB: www.bowtiexp.com.au EMAIL: bowtiexp@bowtiexp.com.au		



EVENT CONDITIONS

In the event a program is cancelled by RPS all participants will be notified via email and a full refund of the program fee will be offered. Alternatively, participants will be offered a place on the next available program.

*Minimum attendance numbers must be met prior to any training event.

CANCELLATIONS & REFUNDS

All cancellation/transfers/substitutions must be advised in writing.

If a cancellation is received more than 15 working days prior to the event start date a \$100 administration fee will be incurred.

If cancellation is made 5-15 working days from event start date; 50% refund. For cancellations 0-5 working days or participant fails to attend - no refund available.

TRANSFERS

If you wish to transfer to another date, notification is required in writing and will incur a \$100.00 (inclusive of GST) administration fee.

SUBSTITUTIONS



Substitutions can be made and no fee will be incurred. Please advise us promptly of name change.

software

training

implementation

consulting


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 743 Ann St,
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CREDIT CARD PAYMENT

SECURE ONLINE PAYMENT

- Credit Card Payments can be made via our secure online facility

CURRENCY

- Payment currency is in Australian Dollars only (AUD).
- Please contact us for the AUD equivalent if the quote / invoice are in a foreign currency.

ACCEPTED CARDS

- Master Card
- VISA
- Master Pass

PAYMENTS – Process

- Click on the following link <https://www.bpoint.com.au/payments/rpsenergy>
RPS Energy Pty Ltd., Biller Code **1336288**
- Enter the following reference details (up to 50 characters long)
 - Invoice / Quote Reference
 - Company or Personal Name
 - Short Description
- Email us the payment receipt bowtiexp@bowtiexp.com.au

ELECTRONIC FUNDS TRANSFER

Payments can also be made by electronic funds transfer.

Currency: AUD		Currency: USD	
BSB:	066-007	BSB:	006-000
Account #:	1004 8403	Account #:	1200-6898
Account Name:	RPS Energy Pty Ltd	Account Name:	RPS Energy Pty Ltd
		Swift Code:	CTBAAU2S
Bank Name / address:		Commonwealth Bank, 225 St. Georges Terrace, Perth, WA 6000	

Enter the Invoice or Quote Reference along with your name in the transaction. Email the payment receipt to bowtiexp@bowtiexp.com.au

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<p>WEB: www.bowtiexp.com.au EMAIL: bowtiexp@bowtiexp.com.au</p>		