

# ATTTO ASSESSOR PROFESSIONAL DEVELOPMENT WORKSHOP REGISTRATION

## Participant Details (Please Print)

Full Name

Date of Birth

Workplace Name

Postal Address (*workplace*)

Work Phone

Work Fax

## Course Details

Course Venue

Course Dates

Dietary Requirements (We provide catered lunch and tea breaks. Please indicate any dietary requirements and we will do our best to comply if possible)

## Payment Options:

Invoice Workplace  Invoice Trainee Assessor

Cheque Enclosed

I have read and understand the cancellation and refund policy      Date

Signature \_\_\_\_\_

For further information contact The Hub on  
04 433 6570 or [thehub@atto.org.nz](mailto:thehub@atto.org.nz)

## ATTTO Workshop Payment, Cancellation and Refund Details

### **Payment**

- Payment in full is required prior to attendance at any course, workshop, programme or event.

### **Cancellation/Refund Policy**

- Should you choose to cancel your registration, an administration fee of \$40 per person or the applicable cancellation fee will apply, whichever is the greater.
- Should a workshop fail to attract the required minimum number of participants, ATTTO reserves the right to cancel it.
- Re-scheduling, cancellation or non attendance less than ten working days prior to the course will be treated as follows:
  - 3 working days before start date - no refund for cancellation or failure to attend
  - 4 - 9 working days before start date - 50% of course fees refunded for cancellation received in writing
  - 10 + working days before start date of course - cancellation in writing will result in a full **refund** (less a \$40 per person administration fee).

### **Disclaimer**

ATTTO reserves the right to add, reschedule or substitute speakers and/or vary an advertised workshop or its location at its discretion. ATTTO reserves the right to cancel planned or scheduled workshops. This could occur at short notice and could apply if the minimum number of participants has not been confirmed, or other essential requirements for a course change. In the extremely unlikely event that this occurs, you will be offered rescheduling on a course to suit you, or a full refund.