

# Microsoft Training Registration Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer would like to register for a Microsoft course at Rockhampton Regional Library Technology Centre. Contact the Library Technology Centre on 07 4936 8212 for further information.

P: 07 4936 8212 | E: [LTC@rrc.qld.gov.au](mailto:LTC@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

## Customer Details

Contact name:

First

Middle

Last

Title:  Mr  Mrs  Miss  Ms  Other (please specify):

Preferred contact number:

Email:

Employer name:

Industry:

Business address:

Please list any dietary requirements or special needs which may impact on your training experience:

## Courses (please refer to the [Council website](#) for information on Microsoft courses)

Course title:

Course date:

Cost of course:

Course duration:

## Declaration

### Microsoft training terms and conditions:

- Classes are offered on a first-come, first-served basis. Numbers are limited, so register for classes as soon as possible. If a class is full, you may be placed on the waiting list and will be notified if space becomes available.
- The Library Technology Centre (LTC) reserves the right to reschedule or cancel classes. Where possible, students will be notified three business days before the scheduled class date. If a class is rescheduled or cancelled, a full refund will be offered.
- Participant cancellation will be accepted up to 14 days prior to course commencement without charge.
- In the event of cancellation less than 14 days prior to course commencement, the LTC will attempt to fill the position. If this position cannot be filled, the LTC reserves the right to charge the individual/company full course costs.
- Withdrawal from this course on the day of the course, or failure to attend the course, will result in the individual/company being charged the full course cost.

I submit this form declaring that the details supplied are correct to the best of my ability. I agree to abide by the terms and conditions of using the internet as outlined in the Internet Agreement, and the above terms and conditions of Microsoft training.

Name:

Signature:

Date:

Tick if you agree to have your photograph taken for promotional purposes within the Library Technology Centre.

Tick if you would like to be contacted via email/SMS about new community training courses or workshops.