



SAVE ON TRAINING COSTS WITH NEW HORIZONS VOUCHER PROGRAM

Desktop Applications Training Vouchers Terms and Conditions:

1. Please note that ONE Desktop Applications Training Voucher equates to ONE day of Desktop Applications training at New Horizons Learning Centre.
2. Vouchers may only be used for courses on the New Horizons Public Schedule. Desktop Applications Training Vouchers may not be used as payment for any Technical or Professional Development courses.
3. Some courses may not be availed using Desktop Applications Training Vouchers. Please consult your Learning Solutions Advisor for further details.
4. Vouchers purchased under this agreement are valid for 12 months from the date of payment. Vouchers will be available for use only after the payment has been received by New Horizons.
5. Once invoiced, vouchers are non-refundable and non-transferable.
6. Please have the course participant arrive at New Horizons premises 15 minutes prior to the course start time (9:00am) to ensure proper check-in and seating. Please note that if the participant arrives more than 30 minutes after the course start time they will not be admitted into the course.
7. Courses are offered to participants on a first come, first serve basis. Please note that seating is limited and we urge the participants to register for courses as soon as possible. Courses may be booked via your Learning Solutions Advisor on 02 8263 5900 or via our website (www.nhaustralia.com.au). Please provide the participant's name, email address, course date and course title.
8. If a course is full the participant may be placed on stand-by. They will be notified if a cancellation occurs and a place becomes available.
9. Approximately seven calendar days prior to the course date, the participant will be contacted by the New Horizons Registrar, via email, to confirm their attendance. We require a return email within 24 hours to confirm their attendance.
10. If the participant cannot attend a course on the date for which they hold a reservation, more than FIVE FULL business days of written notice is required, prior to the date of the course to reschedule without a fee. Any course which is cancelled with FIVE or less FULL business days of notice will incur a 100% cancellation Fee and the voucher(s) will be marked as used. Please note that this also applies to the students who fail to attend the course on the day. **(Please intial here: _____).**

 **I understand, acknowledge and accept the New Horizons Voucher Agreement Terms & Conditions.**

VOUCHER DETAILS:

# of Vouchers Purchased:		Company:	
Price per Voucher:		Contact:	
Total Price:		Job Title:	

PAYMENT DETAILS:

Billing Contact:			
Billing Address:			
Pay By Account:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Credit Card Type:
Credit Card #			
Amex ID		Expiry Date:	
Cardholder Name:		Cardholder Signature:	

AUTHORISATION:

Authoriser's Name:		Authoriser's Job Title:	
Date:		Authorising Signature:	

Your Learning Solutions Advisor:

PLEASE RETURN THE SIGNED AGREEMENT BY FAX ON 02 9261 5959