



P O Box 10514, Te Rapa, HAMILTON 3241
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MPTA COURSE APPLICATION FORM

COURSE NAME:					
DATE:					
COURSE LOCATION:					
COURSE FEE:	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">MPTA Members \$</td> <td style="text-align: right;">+ gst</td> </tr> <tr> <td>Non-Members \$</td> <td style="text-align: right;">+ gst</td> </tr> </table>	MPTA Members \$	+ gst	Non-Members \$	+ gst
MPTA Members \$	+ gst				
Non-Members \$	+ gst				

Name of Candidate:	
Employer / Company Name:	
Company Contact Address:	
Candidate Phone No:	
Employer Phone No:	
Employer E-mail :	
Signature of Employer or Manager:	
MPTA Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No

ALL COURSE FEES MUST BE PAID PRIOR TO COURSE ATTENDANCE

A Tax Invoice will be sent with your confirmation advice

Confirmation policy - All registrations will be acknowledged or confirmed within 7 days of receipt of application.

Minimum number policy - All courses require a minimum number of attendees to be registered 14 days prior to the course commencement. If minimum numbers are not reached by this date an advice will be sent giving notice of its pending cancellation unless further registrations are received. If the event is cancelled potential attendees will be advised and options given of alternative dates and / or locations.

Refund policy - Should a registrant need to cancel their attendance prior to a course for which they have already been confirmed, notice of this must be advised to MPTA as soon as practicable. A 25% administration fee will be deducted or a substitute attendee can attend in their place. There will be no refund for any cancellation made within 72 hours of the course commencing or a "no show" on the day.