



# Business Coalition for Women

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## BSB42015: CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT COURSE

In partnership with WINGS Education PNG (Reg No. NTC 215) and Graduate Business School (Reg No. 21567)

### Cohort 19 REGISTRATION FORM

STUDENT INFORMATION				
Last Name:		First Name:		Middle Initial:
Address:			Birth Date: (dd/mm/yy)	Age: Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Email:		Home Phone No.:		Mobile No.:
Occupation:		Employer:		
Employer Address:		Employer Phone No:		
Line Manager Information				
Line Manager Name: _____ Job title: _____				
Contact number: _____ Email: _____				
Employer authorized Signature: _____ Date: ____/____/____				
REGISTRATION FEES / PAYMENT DETAILS / TRANSFER & REFUND POLICY				
<ul style="list-style-type: none"> <li>Please complete one form per student.</li> <li>Your registration fee includes admission to the Certificate IV in Leadership and Management Course plus in-house catering.</li> <li>Please let us know if you have any accessibility needs or special dietary requirements.</li> <li><b>Transfers</b> - A participant is allowed to transfer to another Cohort at a transfer fee of K3000 to BCFW; if they are sponsored into the program they will have to get approval from their sponsor, giving reasons for the transfer and acceptance in writing that the sponsor will pay for the transfer. The transfer is limited to one participant per company per cohort. BCFW, through negotiation with the sponsoring company, will identify the most suitable cohort for the trainee to be transferred to. For the purpose of WINGS E invoicing BCFW consulting fees and for the avoidance of doubt, WINGS E will invoice BCFW for the participant in the Cohort the participant was originally registered in, and will not invoice again for that same participant in another Cohort.</li> <li><b>Refunds</b> – All requests for refunds must be made in writing to the Business Coalition for Women. Full refunds will be issued to requests received before <b>9 Aug 2021</b> and will be issued within two weeks of receipt. Refund requests received after this date but before the <b>16 Aug 2021</b> will receive a 70% refund. No refunds will be issued after the <b>23 Aug 2021</b>.</li> </ul>				
<b>Course Fee:</b> PGK12,000 + GST  <b>Course Benefits;</b> <ul style="list-style-type: none"> <li>Australian standard Certificate IV accreditation</li> <li>One-on-one mentorship with facilitators</li> <li>Presentation for PNG Business Leaders</li> <li>16 face-to-face training days over 6 months</li> </ul> 1x6 days session and 2x 5 days sessions <ul style="list-style-type: none"> <li>Practical 3 course etiquette lunch during block 3</li> <li>Training inclusive of meals (lunch, am &amp; pm tea)</li> </ul>		<b>Payment Instructions:</b> <input type="checkbox"/> Cheque payment payable to PNG Business Coalition for Women <input type="checkbox"/> Direct deposit to: PNG Business Coalition for Women Bank South Pacific Account No. 7002072473 Routing No. 294 Branch No. Port Moresby		
PLEASE SUBMIT COMPLETED FORM AND PAYMENT TO:				
Business Coalition for Women Email completed Registration Form to <a href="mailto:communications@pngbcfw.org">communications@pngbcfw.org</a>				
OFFICE USE ONLY:				
COHORT: <u>  19  </u>		RECEIVED BY (NAME & SIGNATURE): _____		DATE: ____/____/____
PAYMENTS RECEIVED BY(NAME): _____			DATE PAYMENTS RECEIVED: ____/____/____	