

## Diwai Pacific Registration Form

In completing this registration form and putting your name below, you agree to the Diwai Pacific Ltd. Policy.

Full Name: \_\_\_\_\_  
(Surname First) (Given Name)

Gender: Male  Female

Date of Birth:        /        /  
(Date) (Month) (Year)

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Organisation: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_  
Office Residence

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Can you use a Computer? Yes  No

Can we give your name & phone number to other students? Yes  No

Academic Attainment (Most Recent First):

Issuing Authority	Academic Qualifications	Year

Please briefly describe the duties of your current occupation:  
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Please indicate training for which you are registering.  
Training \_\_\_\_\_ Cost \_\_\_\_\_

Method of Payment    Cheque        Enclosed is a cheque for K\_\_\_\_\_.

There is a K 30 fee for insufficient funds.

Direct Deposit        Deposit to ANZ-Madang

I have read and accepted the Diwai Pacific terms and conditions below.

Signature: \_\_\_\_\_

*The registration form can be faxed or posted to Diwai Pacific, contact details given below, or emailed to [smoriarty@dwu.ac.pg](mailto:smoriarty@dwu.ac.pg) or [cjude@dwu.ac.pg](mailto:cjude@dwu.ac.pg).*

## **Terms and Conditions**

### **Registration and Payment**

Course booking must be made no later than 3 weeks (15 business days) before the training is scheduled to begin. After receiving your registration form, we will send to you a confirmation and invoice. Payment must be received within 30 days from the date of the invoice or 2 weeks before the training commences, whichever ever comes first. Payment can be made to:

Diwai Pacific Ltd  
ANZ – Madang Branch  
Account No.: 12031571

*All participants are required to accept the terms and conditions of the Cancellation and Refund policy in submitting their application for registration.*

### **Cancellation and Refund**

Diwai Pacific may reschedule or cancel any training course due to an insufficient number of participants or for any other unforeseen circumstances at any time prior to the commencement of the training. Participants will be advised promptly of any rescheduling or cancellation. Participants will receive a full refund or enrolment in another course on alternative dates.

By enrolling in a Diwai Pacific training program, the participant and sponsor understand that Diwai Pacific is not liable for any loss, financial or otherwise, resulting from a rescheduled or cancelled training.

Cancellation of enrolment can occur through the following means:

- Participants must provide written notification to Diwai Pacific to cancel enrolments.
- Upon receiving written notification, Diwai Pacific will refund the fee minus a 10% administration fee. Cancellations received 5 working days or less from the start of the training will not be refunded. Should you not be able to attend the course, someone can be identified to take your place in the training.
- If training is rescheduled or cancelled, participants who have paid will be offered a full refund or enrolment in another course on alternative dates.
- Fees will be refunded by direct deposit to the bank account of the participant.

For any further enquires, please contact: Sheryl Moriarty, Manager – Madang, Diwai Pacific Ltd., Box 59, DIWAI PO Madang. Phone: 675 854 1807 Fax: 6758 852 3138 Email: [smoriarty@dwu.ac.pg](mailto:smoriarty@dwu.ac.pg) or [cjude@dwu.ac.pg](mailto:cjude@dwu.ac.pg)