

REGISTRATION FORM FOR NGĀI TŪĀHURIRI EDUCATION WORKSHOPS

Preferred date:

ECE Centre or School /Institution	
Email for main contact person	
Email for invoice to be sent	
Telephone number for main contact	
I acknowledge I have read the cancellation policy at the end of this form	

Details of those attending (required for health and safety)

NAME	EMAIL ADDRESS

FEEL FREE TO ADD EXTRA NAMES ON A SEPARATE SHEET

ANY SPECIAL DIETARY REQUIREMENTS:

Please scan or fill in your form and return by email to: tuahuried@gmail.com

Your registration form will be acknowledged on receipt and your place confirmed. Pōwhiri information is also attached.

Cancellation, postponement and substitution policy

You may substitute attendees without incurring additional fees at any time prior to the workshop via email.

Cancellation of a registration must be submitted in writing (this includes email). Cancellation notification received less than 5 days prior to the workshop will incur a 100% charge; and cancellation less than 6-10 days will incur a 10% administration fee.

In the event that Tuahiwi Education **Cancels** a workshop for any reason, you will receive a refund of the full workshop fee.

In the event that Tuahiwi Education **postpones** a workshop for any reason and the registered person is unable or unwilling to attend on the rescheduled date, the full conference fee will be refunded.

PLEASE ENSURE ALL STAFF ARE AWARE OF THE CANCELLATION POLICY