|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PARTICIPANT DETAILS** *Information collected on this form is used for registration purposes only. \*mandatory field* | | | | |
| Full Name\*: |  | | Date: | Click or tap to enter a date. |
| Phone: |  | | Mobile: |  |
| Email\*: |  | | | |
| Organisation: |  | | ABN: |  |
| Please advise of any dietary requirements: | |  | | |

*Please note: for invoicing purposes, an ABN needs to be provided on registration form if payment is being made by an organisation*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAINING DETAILS** | | | | | |
| Training: | Choose an item. | | | | |
| Location: | Choose an item. If other, please specify | | Date: | Click or tap to enter a date. | |
| How did you hear about this training? | | Choose an item. | | | |
|  | | | | | |
| I would like to receive emails for future trainings and event updates | | | | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **PAYMENT DETAILS** | | | |
| Total Fee: | $ | | *Prices are exclusive of GST* |
| **PAYMENT OPTIONS** | | | |
| Request for Invoice | | Cheque | Cash |

*All training fees include course material and certificate*

*All certificates will be issued electronically so please provide the correct email address*

*Requests for re-issue of certificate will incur a fee of $20*

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| --- | --- | --- | --- |
| **CONFIRMATION** | | | |
| I understand and accept the terms and conditions of this registration | | | |
| Signature: |  | Date: |  |

*An email will be sent to confirm your registration*

PLEASE FORWARD YOUR SIGNED REGISTRATION FORM TO: [training@cccsa.org.au](mailto:training@cccsa.org.au)

***Cancellation Policy***

*Cancellations are accepted in writing up to 14 days prior to the scheduled training. Refunds are available and will depend on the time within which the written notification of cancellation is received. No refund will be made for non-attendance on the day. We welcome a substitute participant if you cannot attend. In the case of illness, participants may reschedule to a later training at no charge if supported in writing by their organisation.*

|  |  |  |
| --- | --- | --- |
| *10 days’ notice – full refund less 10%* | *5-10 days’ notice – 50% refund* | *48 hours or less notice – no refund* |

*Centacare Catholic Country SA reserve the right to cancel training if necessary. If training is cancelled, we will make every effort to contact you and no payment will be required. We also reserve the right to adjust costing if required.*