

TRAINING REGISTRATION FORM & TAX INVOICE

This is your tax invoice



ABN 55 025 418 476

1. Contact Details

Please provide all contact details so that your booking is confirmed once payment is received.

Contact person Service Name

Service Address Postcode

Service Telephone No. Service Fax No.

Email

2. Session Details

Names of attendant(s)	Title of session	Code	Date	Cost
			/ 2012	\$
			/ 2012	\$
			/ 2012	\$
			/ 2012	\$
Total Cost (inc. GST)				\$

3. Payment: Pay by cheque or direct deposit

Payment by cheque: payable to Network SA.

Payment by Electronic Funds Transfer (EFT) to BSB 035 225 Account 159768. Reference: Please quote code no. for each session.

4. **Send payment notification and Registration Form** by fax to (08) 8268 8065 or by post to Network SA, PO Box 2440, Regency Park SA 5942.

5. When your payment is received we will send an email confirming your registration.

Lunch (for full day only): Lunch is included in the charge for a full day session. Please note we are not offering a menu of lunch choices this year. However, a gluten free lunch will be provided on request.

No. of *gluten free* lunches required:

Only Registration + Payment will ensure Placement

SEE NEXT PAGE FOR GUIDELINES FOR COMPLETING YOUR REGISTRATION

REGISTRATION FOR NETWORK SA TRAINING

1) Fill out Registration Form

Once you have selected the sessions you wish to attend, complete the details on the Registration Form (previous page).

2) Lunch

If you are attending a full day session, the lunch is included in the fee. Please note we are not offering a menu of lunch choices this year. Baguettes or sandwiches will be served on platters, catering to most tastes and needs. However, a gluten free lunch will be provided on request. If you require a gluten free lunch or lunches, please remember to put the number required in the box on the form.

3) Send in Registration Form with Payment Notification

Send via the post to PO Box 2440, Regency Park SA 5942 OR via fax to (08) 8268 8065

4) Pay by cheque or Electronic Funds Transfer (EFT)

- Payment by cheque: make payable to Network SA.
- Payment by EFT: to BSB 035 225 Account 159768. When transferring funds to Network SA's account, please quote the code for each session as your reference. For example, if you are booking for the Budgeting for LDC in March, your reference will be BLDCM20; if you are booking for the Budgeting for LDC in March and the Long Service Leave workshop in April on the same registration form, your reference would be BLDCM20 & LSLA12.

5) Receive confirmation email

A confirmation email will be sent to the nominated address, advising you that payment has been received, and that you are now a confirmed participant. This will include session details and a map to the location.

6) Attend the session

Please arrive at least 10 minutes before the session begins. Trainers may start sessions on the scheduled time, despite absent attendees.

CHANGES TO THE PROGRAM

All sessions will be cancelled or deferred if insufficient registrations have been received by the week prior to the session. Some sessions have limited spaces so it is important you book early to avoid disappointment. Every effort has been made to ensure all sessions will run as planned. If a session needs to be cancelled or deferred all booked participants will be notified by phone and a full refund will be made.

CANCELLATIONS

Please notify us as soon as possible. Full refunds will be given when notification is received 5 days or more before the session. Without 5 days notice, or failure to notify, no refunds will be issued, other than in exceptional circumstances.

ENQUIRIES

Phone (08) 8445 8128 (Country Toll Free 1800 673 714) or email info@networksa.org.au