



# ParaQuad

Paraplegic & Quadriplegic Association of NSW

## ParaQuad NSW Training **BOOKING FORM**

**Fax completed form to: 02 8741 5650**

**Please select which workshop you are booking for:**

- PERSONAL CARE FOR CLIENTS WITH SCI**
- HANDLING DIFFICULT SITUATIONS**
- TRANSFERRING AND MOVING PEOPLE WITH PHYSICAL DISABILITY**

Name of organisation: \_\_\_\_\_

Billing address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

Number of training positions required: \_\_\_\_\_

Name/s of participants (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred session dates: \_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

Do you agree to the terms and conditions? \_\_\_\_\_

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

\*\*Please read Terms and Conditions before signing  
For details of Public Training visit [www.paraquad.org.au](http://www.paraquad.org.au) and follow quick links;  
Education and Training



## **ParaQuad NSW – Public Training Terms and Conditions**

### **General**

Terms and conditions are deemed to have been accepted by the agency once a confirmed booking has been received by ParaQuad NSW.

### **Payment terms / confirmation of booking**

An invoice of booking and relevant material will be issued on receipt of booking. Payment should be received by ParaQuad NSW at least 5 days prior to the training session.

### **Course Fees**

The course fee is stated on the website. Group discounts are available for four (4) or more participants from the same organisation attending the same session provided they are booked in at the same time. The course fee includes 10% GST.

### **Cancellation and transfers**

Cancellation: 75% of the course fee will be reimbursed up to 5 working days prior to the course. Fees are non refundable after this date, but you may nominate another party to attend the training session at any time. Refunds will not be granted if a registrant fails to attend the training session or cancels on the day of training.

### **Rescheduling**

ParaQuad NSW reserves the right to cancel or postpone a training session due to insufficient numbers, or other circumstances beyond our control. Agencies then have the option of a full refund or transfer.

### **Course changes**

ParaQuad NSW reserves the right to alter the program, or presentation, or presenter(s); however, the program is intended to run as advertised.

### **Attendance certificates**

Certificates of attendance will be issued to all participants on completion of the course.

### **Further information**

Contact [training@paraquad.org.au](mailto:training@paraquad.org.au) or (02) 8741 5662