

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 date: _____

Special dietary requirements: _____

Do you agree to the terms and conditions? _____

Signature** : _____

Payment information


Credit Card payment

Invoice 

Credit Card number _____

Name on Card _____

Signature _____ Expiry date _____

 Invoice will be sent as per name of organisation and billing address above. Please ensure these details are correct.

** Please read Terms and Conditions before signing
 For details of Public Training visit www.paraquad.org.au and follow quick links;
 Education and Training

Office Use:

Date received	Email confirmation
Booked in	Participant info sent



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 or (02) 8741 5662