



PROFESSIONAL DEVELOPMENT WORKSHOP APPLICATION

Please write in BLOCK LETTERS

FAMILY NAME: MR/MRS/MS/MISS

GIVEN NAME(S):.....

NAME OF ORGANISATION:.....

ADDRESS:.....

.....POSTCODE:.....

YOUR ROLE/TITLE:.....

WORK PHONE: FAX:.....

HOME PHONE:..... MOBILE:.....

EMAIL:.....

DIETARY REQUIREMENTS [IF APPLICABLE]:.....

Workshop Title(s)	Date(s)	Fee
Hanging on and Hoping	Wed 28 th April 2010	\$99.00 (including GST)

NOTE: Applications close 14 days prior to due commencement date of a course or workshop.

I would like to pay by:

Cheque / Money Order (made payable to Carers Association Victoria) Credit Card: Mastercard Visa

Card Number _____ / _____ / _____ / _____ Expiry Date _____ / _____

Name on Card _____

Signature of authorising card holder _____

CANCELLATIONS/REFUNDS

- No refunds are provided for training that has been delivered.
- If Carers Victoria cancels the training then a refund of all fees is paid to the student or client unless satisfactory alternative arrangements can be made.
- Fees will be refundable upon 7 working days notice of a cancellation prior to commencement date of a workshop.
- Less than 7 working days notice of cancellation will incur a fee of half the scheduled fee. This fee will support costs incurred for materials preparation, administration, venue hire, catering etc.
- Cancellations will only be accepted if they are received in writing (email, fax, post or hand delivered)

APPLICANT SIGNATURE:.....Date:...../...../.....

Please send the completed application form and fees to:
Carers Victoria Education & Training Services, PO Box 2204 Footscray 3011
Phone: 03 9396 9500 Fax: 03 9396 9555