

## REGISTRATION FORM / TAX INVOICE

<b>Course Title:</b>	
<b>Course Code</b> (ie the date of the course and the course initials (eg 010710 ABC))	
<b>Date &amp; Time</b>	
<b>Cost</b>	

**Registration will be confirmed on receipt of registration form and full payment**

<b>Name/s</b>	
<b>Position</b> ( <i>specify if you are a HACC volunteer</i> )	
<b>Organisation</b>	
<b>Postal Address</b>	
<b>Phone/Mobile</b>	
<b>Email</b>	
<b>Dietary requirements</b>	

Is your position HACC Funded  Yes  No

### **Booking Procedure:**

1. Email or fax completed registration form to [NS-HACCDO@nsforum.org.au](mailto:NS-HACCDO@nsforum.org.au) or 8405 4455.
2. Process payment prior to the date of training and provide payment details i.e. name of participants, name of training, course code, cheque number or EFT remittance slip via email or fax.
3. Confirmation of booking will be issued to participants upon receipt of registration form via email provided.

**Registration is not complete until you receive a confirmation of registration.**

### **Please Tick Your Preferred Method of Payment:**

- Cheques payable to Northside Community Forum Inc and post it to PO Box
- EFT Payments: *Account Name: Northside Community Forum Inc*  
BSB: 112 879 Account No: 039536291

**Please enter course code under reference when processing EFT and then forward remittance slip and registration form to [NS-HACCDO@nsforum.org.au](mailto:NS-HACCDO@nsforum.org.au)**

### **Cancellation Policy:**

Payment is required to secure any booking

1. Cancellations received up to 7 working days before workshop is refundable. After that, cancellations are subject to the entire workshop fee.
2. Please note that if you don't cancel and don't attend, you are still responsible for payment.

*A minimum training fee of \$20 (Inc GST) per session for HACC services workers and non-HACC volunteers (HACC volunteers are free of charge) & \$60 (incl GST) for non-HACC services workers will occur unless a different course fee is stated.*

**Enquiries:** P: (02) 8405 4444 or E: [NS-HACCDO@nsforum.org.au](mailto:NS-HACCDO@nsforum.org.au) Please contact us for wheelchair access & facilities or any other specific requirements.