

Nuts and Bolts of Sexual Health – Perth 2012

Registration Form

Name _____
 Job Title _____
 Organisation _____
 Postal Address _____
 Suburb/Town _____ Post Code _____
 Telephone _____ Fax _____
 Email _____
 Mobile _____

Do you identify as an Aboriginal or Torres Strait Islander person Yes No
 Are you Male Female Other

What is the postcode/region where you spend most of your work time? _____

Catering: Do you have any special dietary requirements? _____

Is there anything that may be helpful for the trainers to know eg. hearing difficulty, difficulty with reading/writing? _____

Course Date

4-6 December 2012

Venue

FPWA Sexual Health Services
 70 Roe St, Northbridge
 (Cnr Lake & Roe St) WA 6003

I am not applying for a subsidy
 Course fee \$395.00 GST Free
 Amount payable \$ _____
 I have applied for a subsidy
 Course fee \$395.00 GST Free
 Less subsidy \$ _____
 Amount payable \$ _____

Discount for Yep Alliance Workers
 Course fee \$150.00 GST Free
 Amount payable \$ _____

Payment Method (please tick):

- Cash Cheque/ Money Order (please make cheque payable to FPWA)
 Credit Card Employer Paying

Card Type : VISA / BANKCARD / MASTERCARD

Name of Card Holder: _____

Card Number: _____ / _____ / _____ / _____

Expiry Date: _____ / _____

Contact Name _____

Job Title _____

Telephone _____

Employer Signature _____

This registration is a tax invoice. Please keep a copy for your records.

ABN 152 750 99 026

Prices valid until 31/12/2012

This course is aligned with the Nationally Accredited Unit CHCCED311A
 (Provide sexual and reproductive health information to clients)

Please tick if you wish to apply for **Recognition of Prior Learning?**

Privacy Statement

FPWA respects your privacy. In line with the Privacy Act 1988, FPWA will store all personal information in a secure manner to be accessed by authorised staff only. Personal and sensitive information collected by FPWA is not shared with other organisations or government bodies except where there is a legislative requirement to do so. The above information is required for administrative purposes only.

Fees and Refunds Policy

An applicant's place in a course is not confirmed until FPWA has received full payment of course fees. Course fees must be paid in full at least four (4) weeks prior to the course starting. Payment may need to be made earlier to secure a place in a course in high demand.

A course will be cancelled (or the dates changed) if minimum numbers have not been confirmed four weeks prior to the course start. Course cancellations or changes in dates will be notified as soon as possible and a full refund made.

Participants are advised not to book travel arrangements until they are notified the course has been confirmed.

Refunds

A cancellation for a course must be given in writing. If cancellation notice is received by us:

- More than four weeks prior to the course/workshop starting then a full refund less an administration charge (of \$50, or \$100 if the course fees are greater than \$500) will be made.
- Less than four weeks prior to the course/workshop starting no refund will be made - unless there is a waiting list for the course/workshop and the place is filled, in which case a full refund minus the above administration charge will be made.

Deferral to a later date is treated the same as a cancellation, i.e. if more than four weeks notice is given, a full refund minus the administration charge will be made, but if less than four weeks notice is given, no refund will be made unless there is a waiting list and the place is filled. Full course fees will have to be paid for the deferred course.

If FPWA cancels a course/workshop all participants will receive a full refund. If a course/workshop is deferred all participants not wanting or unable to attend at the rescheduled time will receive a full refund.

Substitution: A substitute may be nominated to attend in place of a participant after payment of the above administration charge (provided that there is adequate time for the substitute to complete any pre-course requirements).

An application for a refund will be considered in exceptional circumstances. Any request for special consideration should be made in writing to the Manager of Education and Training.

Declaration (all applicants must complete)

I declare that to the best of my knowledge the information given in this application is correct and complete. FPWA reserves the right to withdraw my offer of enrolment at any stage during my course where false or misleading information has been provided. I have read and agree to abide by the Fees and Refunds Policy of FPWA. I understand my placement/registration will not be confirmed until full payment has been received by FPWA prior to course.

Signature: _____ **Date:** _____

FPWA Sexual Health Services
Education and Training Unit PO Box 141 Northbridge 6865
Please contact Sonya on 08 9227 6177 or fax on 08 9227 6871.