

Training Booking and Registration

Please provide as much information as possible and return the completed form to training@mrchobart.org.au

The Migrant Resource Centre (MRC) training team can be contacted by email or on **03 6221 0999** if you have any questions regarding the presentations or completion of this form.

Contact Details

Organisation

Contact name

Contact number

Postal address

Email address

Training Request

Course Requested

Course Date

Training Venue

What Knowledge / Information Are You Hoping to Gain From This Presentation?

Attendee Details

Full Name

Email Address

Special Requirements

Payment of Training Fees

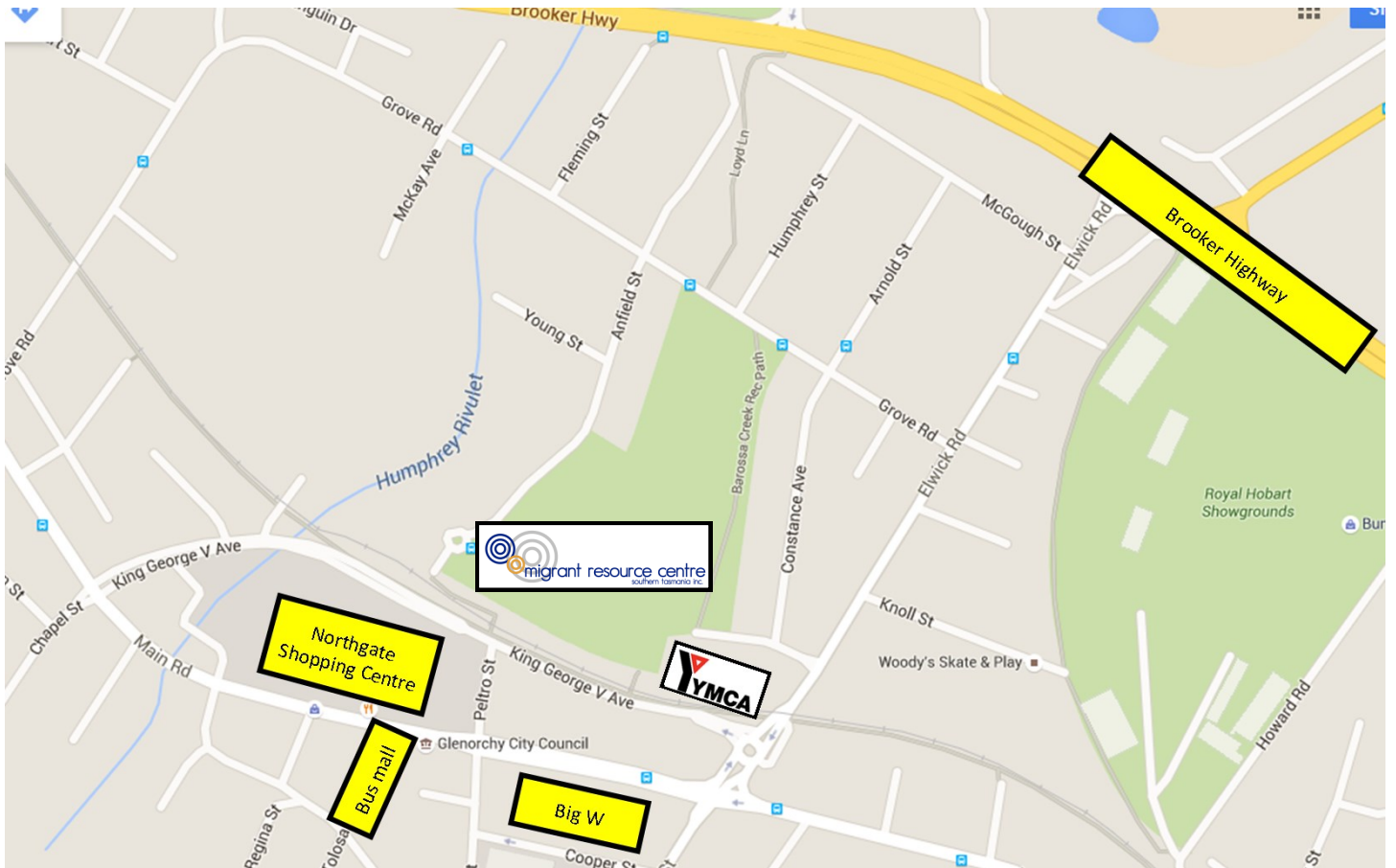
Pre-payment for all sessions is preferred one week in advance via one of the methods below . Any amendments to participant numbers, duration of session, etc. can be made up to 48 hours before the scheduled date, otherwise full payment of the originally agreed price will be charged. All invoices for payment issued must be settled within 28 days.

Cheque (please make cheques payable to Migrant Resource Centre (Southern Tas) Inc.)

Issue invoice (bank details for electronic transfer will be contained in the invoice. Invoice will be sent in the month of the training)

Training sessions/workshops - half day \$110 AUD (inc. GST) pp, full day \$187 AUD (inc. GST) pp
safeTALK training - \$82.50 AUD (inc. GST) pp

The MRC is located on level 2 of the KGV Sports & Community Centre at 1a Anfield Street, Glenorchy



Terms and Conditions

Updated March 2017

Cancellations and Refund Policy

Notifications of cancellations and refunds must be made in writing to training@mrchobart.org.au no more than 48 hours from the scheduled session. Alternatively call the MRC on 03 6221 0999 to discuss your options.

More than 48 hours prior to scheduled session

In the event of a cancellation the MRC will refund the fees paid in full if advised in writing more than 48 working hours prior to commencement of the scheduled session.

48 hours or less from scheduled session

In the event of notification of a cancellation 48 hours or less from the commencement of the scheduled session, a 50% cancellation fee is incurred and the balance will be refunded. In some cases deferral to a later training session may be allowed.

Non-attendance of the scheduled session

Fees paid will not be refunded in the event of non-attendance.

Safety requirements

Prior to the commencement of the training session, trainers will explain all relevant safety requirements and evacuation procedures. It is the responsibility of course participants to inform the trainers of any relevant health conditions that may affect their involvement in the training or in the case of an emergency.

Disclaimer

The MRC will not be liable for any personal injury or economic loss suffered, or damage caused to the property of any training session participant, except to the extent that the injury, damage or economic loss is caused by the negligence of the MRC.