

REGISTRATION FORM TRAINING

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To ensure that your contact details are accurate, please provide all information requested on this form.
PLEASE PRINT CLEARLY IN BLOCK LETTERS.

Course Details	Course	Date		
	Venue			
Participant Details	Title Mr/Mrs/Ms/Miss	First Name	Surname	
	Position			
	Organisation	Membership No.		
	Phone	Mobile	Fax	
	Email			
	<hr/>			
Participant Details	Title Mr/Mrs/Ms/Miss	First Name	Surname	
	Position			
	Organisation	Membership No.		
	Phone	Mobile	Fax	
	Email			
	<hr/>			
Billing Details	Title Mr/Mrs/Ms/Miss	First Name	Surname	
	Position			
	Billing Address			
		Postcode		
	Phone		Fax	
	Email			
<hr/>				
Payment Details	Total \$	<input type="checkbox"/> Invoice the organisation/contact person above		
	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX	
	<input type="checkbox"/> Diners Club	<input type="checkbox"/> Cheque		
	Card Number	Expiry		
	Cardholder's Name	Signature		
<hr/>				
SafeWork SA WHS Subsidies (Applicable to all Health Safety Representative training only)	Please tick the applicable subsidy category(ies):			
	<input type="checkbox"/> Small Business	<input type="checkbox"/> High Risk Occupation/Industry		
Please note, subsidies are not available to self insured employers and local or State Government departments. If you claim a subsidy and SafeWork SA deems your business ineligible, you will be charged the full course fee. For more information visit www.business-sa.com .				

TERMS AND CONDITIONS

1. All cancellations, course date transfers or participant substitutions must be notified via email to customerservice@business-sa.com. 2. Registrations cancelled more than 10 days prior to the course commencement date will be entitled to a full refund. 3. Registrations cancelled 10 days or less prior to the course commencement date (including non-attendance) are non-refundable. 4. Course date transfer requests received more than 10 days prior to the course commencement date will be at no cost. 5. Course date transfer requests received 10 days or less prior to the course commencement date will incur an additional administration fee equal to 15% of the total course fee. 6. Business SA reserves the right to cancel or postpone courses. All registered participants will be offered a full refund or opportunity to transfer to the next available course. 7. Any training booked at a discounted rate is non-refundable. 8. Business SA reserves the right to amend its Terms and Conditions at any time.

Please note that all care is taken to ensure the accuracy of information at the time of printing, however information relating to courses is subject to change.

I declare our organisation and this program is eligible for the SafeWork SA WHS subsidies.

I have read and understood the terms and conditions above.

Signature _____

Privacy statement

Business SA has a commitment to privacy in accordance with the Privacy Act of 1988 and its amendments. The information you provide is voluntary, however, we may be unable to process your booking successfully without all relevant data fields completed. Business SA would like to keep you informed about other training courses, seminars, information forums, events. If you would **NOT** like to join the Business SA mailing list then please tick this box: . To read Business SA's full Privacy statement please visit www.business-sa.com or contact the Business SA Privacy Officer on (08) 8300 0000. Business SA is the trading name of the South Australian Employers' Chamber of Commerce and Industry Inc.

Account Manager _____