



LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI) COURSE REGISTRATION FORM

For organisations, companies and employers

ABN 24 232 406 407

Course Name					Course Date	
Participants Name/s	Title	Full Name	Job Title	Phone	Email	
Contact Person <small>(invoicing & confirmation)</small>					Organisation	
Postal Address					Fax No	
Telephone No					Email	
How Did You Hear About this course?	<input type="checkbox"/> Newcastle Herald <input type="checkbox"/> Our Website <input type="checkbox"/> Employer <input type="checkbox"/> Yellow Pages <input type="checkbox"/> RTA <input type="checkbox"/> Google <input type="checkbox"/> Other _____					
Course Confirmation	The LGTI uses email to send confirmation letters, if this does not suit please select an alternative method: <input type="checkbox"/> Fax <input type="checkbox"/> Post If you have not received your course confirmation at least one day prior to your course commencing please call the LGTI immediately on 4922 2333					
CANCELLATION POLICY: Cancellations must be received in writing. Cancellations within four working days or non-attendance at the course will incur the full cost <u>OR</u> you may nominate a substitute.						
Payment Details Payment BEFORE the day of the course is compulsory, if there are any problems with this request please call us on 4922 2315.	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Bankcard Card Number: _ _ _ _ _ _ _ _ _ _ Expiry Date: ____ / ____ Name on Card: _____ Cardholders Signature: _____				<input type="checkbox"/> CHEQUE Cheque Number: _____ Amount: _____ Please make cheques payable to Hunter Councils Inc and post to: The Local Government Training institute, PO Box 137 THORNTON NSW 2322	
	<input type="checkbox"/> PURCHASE ORDER – (Available where your organisation has an account with the LGTI. If you do not have an account you will need to apply for credit with us , please call (02) 4922 2333				<input type="checkbox"/> DIRECT DEPOSIT Bank Details for EFT Payments*: BSB: 032- 509 A/C No: 15-0657 A/C Name: Hunter Councils Inc *Your payment will not be confirmed until you advise the LGTI of your deposit and provide your payment reference number	
	Purchase Order Number (Please attach P/O): _____					

Please fax completed registration form to the Local Government Training Institute on (02) 4966 0655