

LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

COURSE REGISTRATION FORM

For individuals and private customers

ABN 24 232 406 407

Course Name			
Course Date		Course Fee <small>(incl. GST)</small>	
Participants Name(s) <small>(As you want it to appear on your certificate)</small>			
Postal Address			
Suburb		Post Code	
Telephone No		Fax 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"/> RTA <input type="checkbox"/> Yellow Pages <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: SEE PAGE 2 FOR OUR TERMS AND CONDITIONS			
Payment Details FULL PAYMENT MUST BE MADE 7 DAYS PRIOR TO COURSE COMMENCEMENT OR YOUR REGISTRATION MAY BE REALLOCATED <small>(exemptions apply for LGTI account holders or where you have prior approval).</small> Any bookings made <i>within 7 days of course commencement</i> must be paid for at the time of registration. If you require assistance please contact our Finance Officer on (02) 49 222 321	<p>Please tick your method of payment below.</p> <div style="background-color: #e0e0e0; padding: 2px;"><input type="checkbox"/> CREDIT CARD</div> <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Bankcard AMOUNT: \$ _____ Card Number: _____ Expiry Date: __ / __ Name on Card: _____ Cardholders Signature: _____		

 PURCHASE ORDER **CHEQUE** **DIRECT DEPOSIT**

Please fax completed registration form to the LGTI on (02) 4966 0655

Terms and Conditions

▪ CANCELLATIONS/NON-ATTENDANCE:

Cancellation charges are as follows:

- Cancellations/transfers made 48 – 96 hours prior to start time and date of course will incur 50% of course fees
- Cancellations/transfers made 0 – 48 hours prior to start time and date of course will incur 100% of course fees

Any cancellation or transfer must be done by email/fax to ensure there is a written record. LGTI will respond to your request for cancellation or transfer. If you do not get a response, please call LGTI.

Cancellations made by LGTI: Occasionally it is necessary for courses to be cancelled, or rescheduled, due to low participant numbers. LGTI will contact you to advise of the cancellation at least five working days notice prior to the course start date.

Non-attendance: without notice will result in the full course fee being charged.

▪ ON THE DAY OF YOUR COURSE:

Late Arrivals: Late participants must see Reception. Course fees **will not** be refunded or transferred to another course:

1. If the participant is late for a WorkCover Construction Induction (White Card) course. It is a WorkCover guideline that participants are not admitted after the start time of 8.30am. No exceptions.
2. If the participant is more than 15 minutes late for any other OHS/Legislative Compliance training.

Pre-Requisites & Identification (ID) Requirements: Please ensure you read your confirmation letter for details on course prerequisites or ID that must be presented at course commencement. This must be presented to the trainer or the participant cannot be trained. If you do not have the correct pre-requisites or ID as outlined in your course confirmation letter, your fees **will not** be refunded or transferred to another course.

Dress Code: Neat and tidy clothing, with enclosed shoes must be worn to the course. Participants involved in WorkCover High Risk Licensing Courses **must** wear steel-capped boots.

Personal Protective Equipment (PPE): Some LGTI courses require PPE to be worn. If you do not have your own PPE, a PPE Kit is available for purchase from Reception at a cost of \$44 (incl. GST). The kit includes a hard hat, fluoro vest, safety goggles and gloves.

▪ DURING YOUR COURSE:

Participant Name: To issue your certificate we must have your full name as shown on your proof of identification. Please provide us with your first, middle and surname on this registration form.

Assessments: You will be required to undertake written and/or practical assessments. To ensure we are able to offer you appropriate support, please specify if you have reading or writing difficulties on this registration form.

Weather Conditions: Where a course includes practical training conducted outdoors, participants may need wet weather attire in case of rain. In extremely wet conditions, the Trainer/Assessor may deem the training unsafe. In this instance, practical training may have to be rescheduled.

IF YOU HAVE ANY QUESTIONS ABOUT THESE TERMS AND CONDITIONS, PLEASE CONTACT THE LOCAL GOVERNMENT TRAINING INSTITUTE ON (02) 49 222 333

Office Use Only

Entered by: _____ Date: ___/___/___

PAID: Yes No

Confirmed by: _____ Date: ___/___/___ Confirmation Method: Email Fax Post Pick Up

Date: ___/___/___

Pre-Course Materials sent by: _____ Date: ___/___/___ Sent to: _____

