

**LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)
 COURSE REGISTRATION FORM
 For individuals and private customers
 ABN 24 232 406 407**

Course Name			
Course Date		Course Fee (incl. GST)	
Participants Name(s) (As you want it to appear on your certificate)			
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: Cancellations must be received in writing. Cancellations within four working days or non-attendance at the course will incur the full cost OR 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.	Please tick your method of payment below. <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"/> PURCHASE ORDER Purchase Order Number (Please attach P/O): _____ <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"/> DIRECT DEPOSIT Bank Details for EFT Payments*: (for private customers) BSB: 032- 509 A/C No: 15-0657 A/C Name: Hunter Councils Inc *Your payment will not be confirmed until you advise the Local Government Training Institute of your deposit and provide your payment reference number

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