

# VECCI TRAINING, BRIEFINGS AND EVENTS REGISTRATION FORM/TAX INVOICE



ABN 37 650 959 904

Name of person making the registration \_\_\_\_\_ Date of registration \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Company Name / Individual Details \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

VECCI Member  YES  NO      VECCI Subscriber  YES  NO      Member/Subscriber Number: \_\_\_\_\_

Where did you hear about our event/series? \_\_\_\_\_

Direct advertising (email, mail, SMS, phone call)       Other advertising (online, press, radio, TV)       Word of mouth/referral (including management directive)       VECCI Training Directory       VECCI website

## ATTENDEE DETAILS (list additional names on a separate page)

1. Attendee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

2. Attendee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

3. Attendee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_

All prices include GST of \$1.50 per day for metro courses and \$2.50 per day for regional courses. For example, Initial 5-Day OHS Program: metro includes GST of \$7.50, regional includes GST of \$12.50.

## COMPLETE THIS FORM THEN:

**FAX**  
03 8662 5120  
with credit card details

**EMAIL**  
training@vecci.org.au  
with credit card details

**CHEQUE**  
Mail to: VECCI  
GPO Box 4352  
Melbourne VIC 3002

**PHONE**  
03 8662 5333  
with credit card details  
or to arrange EFT Payment  
8.45AM - 5.15PM Mon - Fri

### PAYMENT DETAILS

CREDIT CARD       VISA       MASTERCARD       DINERS       AMEX

CARD NUMBER

EXPIRY DATE   /

CARD HOLDER NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**DECLARATION OF PRIVACY**  
VECCI acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your registration or inquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipients of the information are VECCI and database service providers engaged by VECCI. You have the right of access to, and alteration of, personal information concerning yourself in accordance with the Privacy Act and VECCI's Code of Practice. If you do not wish to be sent any further promotional material or have your information disclosed to sponsors and strategic alliances please tick the 'OPT OUT' box below and return this brochure to VECCI. VECCI will remove your name from the mailing list or advise the list provider within reasonable time. For further information contact Human Resources 03 8662 5333. OPT OUT

Once paid, this registration form is recognised by the Australian Taxation Office (ATO) as a compliant tax invoice.

### VECCI TERMS AND CONDITIONS

#### More than 14 calendar days prior to event start date, a participant may:

- Substitute attendee
- Transfer to a different course/event
- Request a credit note for monies paid
- Apply for a refund of monies paid (\$27.50 fee applies for cheque refunds)
- Reduced prices on training courses cannot be used with training vouchers or with any other offer.

#### 14 – 8 calendar days prior to event start date a participant may:

- Substitute attendee
- Transfer to a different course/event
- Request a credit note be raised for monies paid (less \$50 cancellation fee)

#### 7 calendar days or less prior to event start date a participant may:

- Substitute attendee
- Payment must accompany the registration form.**  
VECCI reserves the right to cancel or postpone a course/event to an alternative date. All registered participants will be offered the opportunity to transfer to the next available course/event, or elect to receive a full credit or refund for monies paid.