

REGISTRATION FORM

MACARTHUR AND SOUTH WEST HACC TRAINING PROJECT

Please fill in ALL details on the registration form.

DETAILS

ONE registration form per person

FIRST NAME:

LAST NAME:

EMPLOYER:

ABN:
(for invoices)

MAILING ADDRESS: (for invoice)

.....P/C.....

PHONE NO:

EMAIL:

FAX NO:

MOBILE:

(It is essential we have a means of contacting you quickly if there are late changes)

COURSE DETAILS

TITLE:

VENUE:

DATE/S:

SPECIAL NEEDS (eg. for visual, hearing or mobility impairment)

SERVICE FUNDING

Area Serviced: Macarthur, Wingecarribee and South West Sydney

HACC FUNDED (\$25) DSP FUNDED (\$50)

DoCS FUNDED (\$50) HEALTH FUNDED (\$50)

OTHER or OUT OF AREA (\$50)

PAYMENT TO BE INVOICED: \$

HOW TO REGISTER

Please forward the completed registration forms to:
MDS by fax, mail or email.

MAIL: The HACC Training Co-ordinator
PO Box 284
CAMPBELLTOWN NSW 2560

PHONE: (02) 4621 8400

FAX: (02) 4628 4006

EMAIL: hactrain@mdservices.com.au

WEB: <http://www.mdservices.com.au>

TERMS AND CONDITIONS

PRIORITY OF ACCESS: HACC funded Services in Macarthur, South West Sydney and Wingecarribee LGA's will be given registration priority.

Registrations should be received at MDS two (2) working days prior to the training date.

Payment

Macarthur Disability Services Ltd will issue an invoice to the service when the registration form is received. MDS ABN 98 003 008 928

Confirmation

Confirmation of registration will be delivered by email or phone if email unavailable. Where a training session is fully booked, the training project will place further requests for that session on a waiting list. Planning for future training will always take waiting lists into consideration.

Cancellations

We make every attempt to ensure that courses run, however, MDS reserves the right to alter any arrangements, including cancellation of courses if required. We will notify you as soon as possible.

Refunds/Transfers

Please choose your course carefully. Once your registration is processed, refunds or transfers can only be arranged in the following circumstances:

- Refunds or transfers will be made where a course is cancelled or changed by MDS;
- Refunds can be issued only if notification is received by MDS **seven days prior to the course.**
- Transfers between staff are permitted for the same course.
- Transfers to another course are only permitted when a course has been cancelled by MDS.

Making a formal complaint about the service:

- The Complaints Form appears on the MDS Web site or alternatively contact our reception and request a HACC Training Complaints Form be forwarded to you.

NOTE: Non-attendance of registered participants will incur the full registration fee.

"Payment to be made when invoice is received"