

VAST

Registration Form / Tax Invoice (on payment)

The Junction Neighbourhood Centre,
ABN: 13231860321
Shop 2, 669-673 Anzac Parade,
Maroubra Junction NSW 2035

Booking Date:	Training Date:
Name of training course you want to book <i>(please note that you will need to fill in one of these forms for each training course you want to book)</i>	

Part 1 – Organisation Details

Organisation / Agency Name	
Organisation's contact Number	Mailing Address
	How did you hear about this VAST course? Website VAST Email Received Calendar Interagency Meeting Work of Mouth Which website?
E-mail of person making the booking	Name and job title of person making the booking
VAST will email confirmation and training reminders to this email.	<i>Bookings should be made by the service co-ordinators as the organisation will be charged a training fee.</i>
Are all the participants you want to book working for a Home and Community Care (HACC) service? (Please circle)	YES NO <i>Please NOTE that VAST main priority is to deliver training to HACC staff and volunteers. If you are from a Non-HACC service you may still be able to attend. Please call VAST for more information.</i>

Part 2 – Terms & Special Conditions

1. The Volunteer and Service Training (VAST) Program is funded by HACC and its main purpose is to provide training to the HACC workforce.
2. Non-HACC services are placed on a waiting list and if a place becomes available VAST will confirm attendance.
3. All courses begin punctually and certificates are only awarded for full attendance at sessions.
4. **The total training fee will be charged if less than 14 days notice is given of a cancellation.**
If VAST is notified in advance of 14 days prior to the training date, a transferable training credit will be issued to your organisation.
5. The total training fee will be forfeited if a participant fails to attend the training or complete the training.
6. The total training fee will not be charged if 14 days notice is given as a cancellation.
7. Registrations will be confirmed by email when full payment has been received.
8. If VAST cancels a course, there will be a full refund. VAST reserves the right to cancel training if there are insufficient participants.
9. Training fees are as follows: -\$55 per HACC participant for one day or half day training and \$110 per Non-HACC participant.
-\$110 per HACC participant for a 2 day training session and \$220 for a Non-HACC participant.
-Varying fees may apply for other training (some Nationally Accredited) and all quoted prices include 10% GST.
10. Full payment is due at the time of booking. Payment is to be by cheque/money order or EFT (details below)
Please make cheques payable to The Junction Neighbourhood Centre.
11. Agencies/Organisations can **book a maximum of 3 participants** for each training course. Should the organisation have more than 3 participants wanting to attend names of these participants need to be placed on the **waiting list (see next page)** and you will be contacted if more places are available.
12. Participants who can't attend training can be substituted by other participants from a HACC service.

Part 3 – Participant's Information (please print clearly)

First Name and Surname	Job Title	Contact number/email

Part 4 - Payment details

Name of Account	Bank details for EFT	Reference
The Junction Neighbourhood Centre	BSB # 633000 A/C # 123606659	VAST and course date
<input type="checkbox"/> EFT	Amount	
<input type="checkbox"/> Cheque payable to: The Junction Neighbourhood Centre	Date posted:	

Please EMAIL this form to vast@jnc.org.au and you will receive a confirmation e-mail from VAST. If you don't receive a confirmation email after payment is made, please contact us on 9349 8200 to check the status of your booking. You can also FAX this form to VAST 93447294 and we will confirm the booking after payment has been received.

Part 5 – Participant Waitlist (Please print clearly)

First Name and Surname	Job Title	Contact number/email

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