

**Training Registration Form**

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| Venue: Coordinated Support Services  Shop 4/33 Archer Street | **Please email or Fax completed form to:** **michelle@coordinatedsupport.com.au****or**07 4927 3207 |

**Course name and Dates**

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| --- | --- |
| Course name & Cost |  **Cultural Diversity Training****$50.00 per participant**  |
| Date/Time |  **12th October 2015 10am to 1pm**  |

**Course requirements:**

**Participants Details**

|  |  |
| --- | --- |
| Name |   |
| Email |   |
| Company Name |   |
| Company Address |   |
| Phone & Fax Number |   |   |

**Dietary Requirements**

Please advise if you have any dietary needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invoice Bill-to (if different from above):**

|  |  |
| --- | --- |
| Contact Person |   |
| Company Name |   |
| Company Address |   |
| Phone & Fax Number |   |   |
| Email |   |

**Terms and conditions:**

Course classes TCI begins promptly at 9:00 a.m. Although some days may finish earlier, expect the training day to end around 5:00p.m. The actual length of the class is more determined by the class participation.

CSS will provide you with the following, instruction materials (where identified as required), Morning, Afternoon Tea and Lunch each day. While we recognize that some of you will need to be able to respond to crisis please switch your phones to silent and do not talk on the phone in the training room to avoid distracting others. During training you will need to wear comfortable casual clothing. Jeans, shoes, t-shirts are fine.

Upon submission of the registration form, you should receive an e-mail notification from us. If you have not received a notification email within 24 hours please contact manager@coordinatedsupport.com.au immediately.

You will be invoiced based on the registration form at any time between registration and before start of the course. Payment is required prior to start of the course, via Direct Deposit to:

**Co-Ordinated Support Services**

**BSB:** 034 122

**Acc Number:** 637 638

There will be no cancellation after registration form is submitted and notified to be confirmed. If a participant registers and fails to attend, the customer will be invoiced for the full tuition. However you are able to send a replacement participant.