



COMPANY NAME: _____

BILLING ADDRESS: _____

POSTCODE: _____

CONTACT PERSON: _____ Phone: _____

EMAIL: _____ Date: _____

DURATION OF COURSE: 7 hours – 8:00am to 3:00pm

LOCATION: Mirrat House, Level 1, 46 Kooringa Way, Port Melbourne

COST OF COURSE: VWMA/VTA members \$355 (incl. GST) VWMA Member No _____

Non Members* \$445 (incl. GST)

*Would you like further information about becoming a member of the VWMA? YES / NO

Full Name of Person(s) attending	Course Date(s)	Fee \$

TOTAL PAYMENT AMOUNT: \$.....

Credit Card Payment Details (Cross "x" card type box) MasterCard Visa

Credit Card Number: _____ CARD EXPIRY: ____/____/____

CARD HOLDER NAME: _____ CARD HOLDER SIGNATURE: _____

Cheques (Payable to the 'Victorian Transport Association Inc.')

A Tax Invoice will be forwarded on receipt of payment

Email completed registration form to: reception@vta.com.au

CONDITIONS OF COURSE ATTENDANCE:

- All fees must be paid prior to course attendance or certificates cannot be issued.
- Substitutes may be accepted if notified prior to the course date.
- Confirmation of booking is upon receipt of payment. Course is restricted to 30 participants.

REFUND POLICY

- If the VWMA cancels a course, we will refund you 100%, or transfer you into another course of same value.
- If you cancel your booking for a course 5 working days before the start of the course, we will refund you 80% of the course fees.
- Less than 5 working days- no refund will be given.**
- In the event of illness or personal crisis, you may transfer into another date provided you phone the VWMA prior to the course and complete and return the course withdrawal / transfer form. Nonattendance will forfeit fees.
- Courses offered are not intended to be an exhaustive training program that covers every formal or legal aspect found under Commonwealth/State Laws, Regulations, Ordinances, By Laws etc.
- The VWMA reserves the right to withdraw, cancel or reschedule any Course/Seminar/Workshop offered if deemed necessary due to any circumstance that may arise.

A copy of the VWMA/VTA **Privacy Policy** is available at <http://www.vwma.com.au/privacy-policy/>

The VWMA is a Division of the: Victorian Transport Association Inc, PO Box 5 South Melbourne VIC 3205

Tel: 03 9646 8590 ABN: 95 922 065 177 Revision – October 2018

Office Use Only COPY: Inv No. Pymt: Rcpt Pymt Email: