

## COURSE DETAILS

Course name: \_\_\_\_\_  
Course date: \_\_\_\_\_  
Venue: \_\_\_\_\_  
Fee: \_\_\_\_\_ inc GST                      Order number: \_\_\_\_\_  
Council/organisation: \_\_\_\_\_

## PARTICIPANT'S DETAILS

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  
Title (circle): Cr/Mr/Mrs/Ms  
Position: \_\_\_\_\_  
Special needs (eg. wheelchair access) \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Please read the information below

### ENROLMENT PROCEDURE / CONDITIONS

**Enrolments** should be made **at least three weeks** prior to the commencement of the workshop.

- Local Government Learning Solutions will confirm attendance two weeks before the workshop commences when course details will also be provided, ie venue, presenter etc.
- When Local Government Learning Solutions confirms the workshop, a tax invoice will be sent to the contact person above.
- Local Government Learning Solutions reserves the right to make changes to the workshop date and presenters.
- Payment can be made by cheque, credit card or cash.
- Substitute delegates are always welcome at no extra cost.
- If a delegate fails to attend a course without adequate notice, fees will not be refunded or allocated to another course.

### CANCELLATION/REFUND POLICY

- All cancellations must be received in writing **FIFTEEN** working days before the commencement of the workshop or payment will be forfeited.
- If Local Government Learning Solutions cancels a course due to insufficient nominations, Local Government Learning Solutions will call the council to discuss either refunding the payment, transferring the nomination to another course or providing the council with a credit.
- If the conference/course is cancelled for a reason over which Local Government Learning Solutions has no control, our liability is limited to the program fee only.

***If you have any questions or we can be of further help please contact Local Government Learning Solutions on (02) 9242 4181.***

**Please return the completed form to:**

Local Government Learning Solutions Fax: (02) 9242 4188 or email: [learning@lgsa.org.au](mailto:learning@lgsa.org.au)

Postal address: GPO Box 7003 SYDNEY NSW 2001 Street address: Level 5, 28 Margaret Street SYDNEY NSW 2000

**Privacy Statement:** Local Government Learning Solutions respects your privacy and strictly controls the use of personal information.