

RRTWC Workshop Series

Registration Form

To register please complete and return this form to
CHG via email to training@chg.net.au or fax 08 8351 7955



PARTICIPANT DETAILS			
Surname:		Catering Considerations: (please tick as required)	<input type="checkbox"/> Vegetarian
First Name:			<input type="checkbox"/> Gluten intolerant
Telephone:		Access Considerations: (please specify)	<input type="checkbox"/> Dairy intolerant
Email:			<input type="checkbox"/> Vegan
			<input type="checkbox"/> Other _____

Yes! Please register me for the Workshop sessions as indicated with a tick below:

Special Bundled Pricing

Introductory prices apply for this first Workshop Series		DISCOUNTS FOR MULTIPLE BOOKINGS (per person)	Standard Pricing <i>Please circle the fee/s applicable to you</i>	Alumni Members
1	22 May 2013: Psychosocial Barriers to Return to Work	1 Workshop	\$149+GST	\$134+GST (\$15 discount)
2	12 June 2013 Psychological Claims – Skills for Effective Management	2 Workshops	\$283+GST	\$248+GST (\$50 discount)
3	24 July 2013 Separating the Issues – Workers Compensation versus Performance Management	3 Workshops	\$417+GST	\$355+GST (\$92 discount)
4	28 August 2013 Identifying Suitable Duties	4 Workshops	\$551+GST	\$462+GST (\$134 discount)
5	18 September 2013 Conflict in Return to Work	5 Workshops	\$685+GST	\$569+GST (\$176 discount)

COMPANY / INVOICE DETAILS	
Company Name:	ABN:
Contact Person:	Mobile:
Address:	Email:
Phone:	Fax:

AUTHORISATION	
Authorising Person / Participant:	Signature:

PAYMENT METHOD (please tick)		A Tax Invoice will be issued on or around the date of training. Please notify the Training Unit if you require a Tax Invoice prior to this.	
<input type="checkbox"/> CHEQUE please make cheque payable to Corporate Health Group	<input type="checkbox"/> BANK DETAILS for EFT: (Remittance advice is required within 24 hours of deposit)	BSB : 015 010	Acc No : 102 166 001
<input type="checkbox"/> CREDIT - Visa and Mastercard accepted. Request a credit card payment form from training@chg.net.au .	Acc Name : Corporate Health Group Pty Ltd		

Please read our registration Terms and Conditions over the page

Document Name	RRTWC Workshop Series Registration	Created	15.04.2013
Last Revised	31.05.2013	Version Number	V04

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CHG RETURN TO WORK WORKSHOP SERIES

TERMS & CONDITIONS

Your registration will be confirmed by Corporate Health Group upon receipt of this form.

Please advise us at time of registration if you require us to reference a purchase order number.

As these Workshops may be heavily booked we recommend you do not make payment until you have received confirmation of your accepted registration date/s*.

Invoices for accepted registrations will be generated 10 business days prior to the first registered course date.

In the event that name changes are received prior to delivery day (and after invoicing) a Tax Invoice will be issued, if applicable, reflecting the shortfall between the Standard fee and any Alumni Network Member fees.

Invoices issued will be payable within 14 days.

Bundled Package prices will be applied per person and invoiced in advance of the first registered session. In the event that name changes are received prior to delivery day (and after invoicing),

*Cancellations:

All cancellations are to be made in writing / email to CHG Training Unit as soon as practicable. Substitute participant(s) are accepted at any time prior to the commencement of the course at no charge.

- Tier 1: More than 10 business days - Cancellations and deferrals received no later than 10 business days prior to commencement of a course will be processed at no charge.
- Tier 2: 5-10 business days - Any cancellations and/or deferral of training dates made 5-10 business days prior to course commencement will incur a processing fee of \$20+GST per person, with any remaining received monies refunded and the initial Tax Invoice replaced with a new Tax Invoice reflecting this charge.
- Tier 3: Less than 5 business days - No refund (or replacement Tax Invoice) will be given if the participant withdraws less than 5 business days prior to course commencement. In this event, the initial Tax Invoice is to remain payable on initial Terms, with monies held in Credit by CHG and transferred to any CHG Training Unit course within the following 12 months. In the month of deferred attendance, a second invoice of \$20+GST will be generated as a processing fee.
- Tier 4: Unadvised non-attendances - No refunds will be issued for non-attendance. Tax Invoices relating to unadvised non-attendances will remain payable on initial Terms.

PRIVACY

The information you provide on this registration form is subject to the Privacy Act 1998.

This information is collected for the purpose of processing this registration and will be held by Corporate Health Group, and provided to WorkCover SA as required.

Corporate Health Group may also provide you with details of our services and other courses that may be of interest to you, however the option will be available to you to request cessation of this offer.

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