



# Workshop Registration Form

This form is for School Registrations only

**To register for an upcoming event:**

1. Print and complete this form
2. Email your completed form to admin@speld.org.au or Fax: 3392 4190

**Contact Person:** \_\_\_\_\_

**Position/title:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Postal Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Is the School a Speld Qld Member?  YES  NO

**ATTENDEE REGISTRATION**

Workshop Name	Date	Attendee Details	Dietary Requirements	Cost
		NAME	<input type="checkbox"/> Gluten Free <input type="checkbox"/> Dairy Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Nil	
		EMAIL		
		NAME	<input type="checkbox"/> Gluten Free <input type="checkbox"/> Dairy Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Nil	
		EMAIL		
		NAME	<input type="checkbox"/> Gluten Free <input type="checkbox"/> Dairy Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Nil	
		EMAIL		

**CONFIRMATION AND PAYMENT**

I agree to the Workshop and Events Cancellation and Transfers policy;

1. Instant registration (preferred) - Please debit my:

MasterCard  Visa Amount \$ \_\_\_\_\_

**Card No.** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Expiry Date** \_\_\_\_ / \_\_\_\_

**Name on card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2.  Please email an Invoice to the School as per details above for the Amount \$ \_\_\_\_\_

## Workshops and Events Important Notes

### 1. Booking Payment and Confirmation

- Bookings will be confirmed immediately if online payment has been made.
- Schools using the Workshop Registration Form will be confirmed after the Form has been received and processed by Speld Qld.
- A Tax Invoice will be emailed after full payment has been received by Speld Qld (please allow 3 business days)

### 2. Booking Cancellations and Transfers

The following applies for all booking cancellation requests received by us that involve Workshops, Seminars and Events.

- 7 or more business days notice before the workshop – full Refund provided.
- 4 to 6 business days notice before the workshop – Refund provided less 25% administration fee.
- 1 to 3 business days notice before the workshop – Refund provided less 50% administration fee.
- No refund or credit is available if notice of the cancellation is received on the day of the workshop or for non-attendance.

#### 2.1 The following applies for all booking transfer requests received by us that involve Workshops, Seminars and Events.

- 7 or more business days notice before the workshop – transfer to another Workshop allowed (price difference will be refunded or charged as applicable)
- 1 to 6 business days notice before the workshop – 75% of the Workshop fee will be credited towards the cost of the alternative Workshop Booking.
- No refund or credit is available if the transfer request is received on the day of the workshop or for non-attendance.

Transferring bookings from one person to another is permitted provided you have advised us prior to the commencement of the Workshop and we have acknowledged receipt of that advice.

### 3. Workshop Cancellations by Speld Qld

- Speld Qld reserves the right to cancel, in its sole discretion, any particular workshop. In the event a specific workshop is cancelled, participants will be contacted by us to arrange a transfer to an alternative workshop date or receive a full refund.
- Speld Qld assumes no responsibility for non refundable airline tickets, accommodation, deposits or any other expenses incurred due to workshop cancellations.

### 4. This Workshop contributes to the 10 Queensland College of Teachers continuing Professional Development Requirements. You will receive a certificate on the day of the Workshop.