



Supporting people experiencing learning differences

WORKSHOP REGISTRATION FORM

This form is for School Registrations only

To register for an upcoming event:

1. Download this form
2. Complete this form with School & attendee details
3. Email your completed form to finance@speld.org.au

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	Cost
		NAME	
		EMAIL	
		NAME	
		EMAIL	
		NAME	
		EMAIL	

CONFIRMATION AND PAYMENT

By completing this form, 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: _____ **CVV** _____

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)
- Participants will not receive a certificate of attendance until payment has been finalised by the School.

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, unless payment is still pending (Schools only) in which case a certificate will be issued once payment is finalised.