



Supporting people experiencing learning differences

# WORKSHOP REGISTRATION FORM

**This form is for School Registrations only**

**To register for an upcoming event:**

1. Type your information in this form, complete with all Attendee Details.
2. Save a copy for your records.
3. Email your completed form to [finance@speld.org.au](mailto: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.** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Exp:** \_\_\_\_ / \_\_\_\_ **CVC:** \_\_\_\_\_

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

**Date completed :** \_\_\_\_\_

2. Please send an invoice to our School for: \_\_\_\_\_

Our Purchase Order Number is: \_\_\_\_\_

## 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. Registration using this method cannot be guaranteed as some workshops have caps on participant numbers and may be full at the time of booking.
- 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.

Notice period	Sounds Write Workshops	All other workshops
10 or more business days	Full refund provided.	Full refund provided.
6-9 business days	Course fee paid less 25% administration fee.	Full refund provided.
1-5 business days	Course fee paid less 50% administration fee.	
4-5 business days		Course fee paid less 25% administration fee.
1-3 business days		Course fee paid less 50% administration fee.
Day of workshop/ Non attendance*	No refund or credit is available.	No refund or credit is available.

\*Special considerations for Covid related absences (illness or isolation requirements): Speld will endeavour to transfer the client to a future Sounds-Write workshop.

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. Most Workshops contribute to the 10 Queensland College of Teachers continuing Professional Development Requirements. You will receive a certificate of Attendance/Completion after the Workshop and confirmation that all course fees are fully paid.