



THRASS Accredited Certificate Training Information Sheet/ Registration Form

Information Sheet

Two-Day Course OR Combo (Two-Day + Follow-Up)

Two-Day Course - Participants not attending the entire two days or leaving early will not be eligible for the THRASS Accredited Certificate.

Follow-Up Workshop - Participants not attending the whole day or leaving early will not be eligible for the THRASS Accredited Follow-Up Certificate.

Important Registration Information.

By following the process below you will maximise your chances of securing a place at this course.

Fax through your completed registration form to 08 9244 4044. **Schools - Important:** This form will not be accepted unless an official school purchase order number is quoted on the form below.

We do not accept registrations by phone, nor do we give verbal guarantees as to the availability of places.

School Paying for Participants: A tax invoice will be posted to the school. Please be aware that the tax invoice is posted from W.A. so please allow at least 5 to 7 working days for delivery if you are outside W.A. The school **must** have this in order that it can process the payment. On receipt of the tax invoice payment is to be made (we accept cheque, credit card or money order). **Important:** Your position is secured once we have the completed registration form with a purchase order number.

Private Paying Participants: Credit Card details to be supplied on the registration form or a cheque/money order sent prior to commencement of the course. **Important:** Your position is only secured once we have **both** the payment **and** the completed registration form. Your registration will not be processed until payment has been received. Receipted invoices will be mailed upon receipt of payment along with your confirmation note.

All Participants

1. A confirmation letter will be faxed/emailed from this office to the participant/s 14 days prior to the course. If you do not receive your confirmation within 7 days of the course, please contact 08 9244 2119.
2. Applications are processed as above until the course is fully subscribed. Any intending participant whose cheque and/or form arrive after the course is fully subscribed will be contacted and their payment returned.
3. **Late Registration** Forms received 5 working days or less prior to the course, will be charged an administration fee of \$55.00.
4. **Cancellations** will not be accepted 5 working days or less prior to the course date and **must be in writing**. Cancellations received 5 working days or less prior to the course will be charged an administration fee of \$77.00. The reason for this is that people/schools on our waiting lists need that amount of time to arrange for replacement teachers. Secondly, we have to confirm numbers for catering purposes one week prior to course.
5. **Dietary Requirements** - Should you have any special dietary requirements, it is the participant's responsibility to advise the venue at least one week prior to the course date.

Payment: Cheques or money orders should be made payable to:

THRASS (AUSTRALIA) PTY LTD and sent to: PO Box 1447 OSBORNE PARK WA 6916

Venue: Details of the venue will be forwarded to you in your confirmation letter, fax or email.

Times: Registration 9:00, Start 9:30, Finish 15:00

Refreshments: Tea & Coffee on arrival, morning tea and a light lunch

Course Presenter: THRASS Accredited Trainer

