

**This registration will become a Tax Invoice/receipt upon payment.
Payment must be made with submitted registration.**

Participant's Details:	
Name:	_____
Position:	_____
Organisation:	_____
Address:	_____ Postcode: _____
Telephone:	_____ Facsimile: _____ Email: _____

Course Date and Venue (Please nominate):							
Course Date/s:	_____ Venue: _____						
<table border="1"> <thead> <tr> <th>Description</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Mental Health First Aid Training Course (2 Days)</td> <td>\$250.00 (includes GST of \$22.73)</td> </tr> <tr> <td colspan="2"><i>(Includes all materials, MHFA manual, certificate of completion, morning and afternoon tea)</i></td> </tr> </tbody> </table>		Description	Rate	Mental Health First Aid Training Course (2 Days)	\$250.00 (includes GST of \$22.73)	<i>(Includes all materials, MHFA manual, certificate of completion, morning and afternoon tea)</i>	
Description	Rate						
Mental Health First Aid Training Course (2 Days)	\$250.00 (includes GST of \$22.73)						
<i>(Includes all materials, MHFA manual, certificate of completion, morning and afternoon tea)</i>							

Payment methods (Please choose one only):	
Cheque attached to registration form & tax invoice	<input type="checkbox"/> Payable to Aspire, A Pathway to Mental Health Inc.
EFT (SWC: BSB 803-073. A/C: 100002252)	<input type="checkbox"/> Description – MHFA / Course date / name
Credit Card	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card Holders name:	_____
Amount \$ _____	Card Number: _____
Expiry date: _____	Signature: _____

Registration will be confirmed by email.
Please return form to **Kim Freeman** at Aspire, A Pathway to Mental Health Inc.
Email to: kfreeman@aspire.org.au or Ph: (03) 5560 3007 Fax: (03) 5561 6193 or
Post to: **Aspire, A Pathway to Mental Health Inc.**
505 Raglan Parade Warrnambool 3280

Aspire Training Courses 2012

Terms and Conditions

Cancellation Policy

There will be no refund offered if your cancellation notification is received less than five (5) working days before the course commencement or failure to attend on the day. If you are unable to attend the training course, you may send a substitute in your place. Please notify Aspire, A Pathway to Mental Health Inc. (PH: 03 5560 3000) in this instance. A full refund will be offered for any course cancelled by Aspire.

I have read and agreed to the cancellation policy as outlined above.

Signature: _____

Payment Policy

It is a condition of registration that full payment is received with the registration.

Individual Bookings:

Aspire, A Pathway to Mental Health Inc. will refund any course fee less an administrative charge of 20% where notification of a participant withdrawal is received ten (10) business days or more prior to course commencement.

Where notification is received nine (9) business days or less prior to course commencement, the full fee will apply. ***Transfer to a future course is subject to availability and will incur a charge of 50% of the original course cost.***

Non Attendance:

To ensure a Certificate of Attendance is attained, participants need to attend both full days. Failure to attend without reasonable explanation forfeits the registrant's completion.

Please note, failure to complete the entire course on registered dates will require participants to complete remaining modules at a future date deemed by the trainer prior to receiving the certificate. This will incur an additional cost of 25% of the original course cost.

Tailored Training Programs/Courses (Bookings specifically for your nominated group of audience):

Aspire, A Pathway to Mental Health Inc. will refund any course fee less an administrative charge of 20% where notification of a course cancellation for a group is received ten (10) business days or more prior to course commencement.

Where notification is received nine (9) business days or less prior to course commencement, the Full Package fee will apply.

Note:

- Full Program Training Package fee is applicable to maximum of 20 participants. Regardless of notification of a participant withdrawal prior to course commencement, the Full Package fee will apply. However, the available spot may be replaced by another participant.
- Aspire, A Pathway to Mental Health Inc. reserves the right to cancel the course before commencement date due to lack of numbers. In this case, all deposits will be refunded.