

## Professional Education Registration (Individual)

Course Title:		
Course Code:	Course Date:	Fee:
.....		

### Your details:

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Email \_\_\_\_\_

Telephone/TTY: Work \_\_\_\_\_ Mobile \_\_\_\_\_

Interpreter/alternative format needs: \_\_\_\_\_

Dietary Requirements (Vegetarian meals already catered for): \_\_\_\_\_

Confirmation of your registration will be emailed to you one week prior to course start date. The RIDBC Renwick Centre respects your privacy and adheres to the National Privacy Principles. If you do not wish to receive future professional education information please indicate:

### Accommodation

A small number of student-style rooms are available on-site if required. All enquiries should be directed to Accommodation Officer, Sue Vale (Monday, Tuesday and Wednesday) on tel: (02) 9872 0373 or Jill Watson (Thursday and Friday) on tel: (02) 9872 0303 or email: [king.house@ridbc.org.au](mailto:king.house@ridbc.org.au)

### Fees

**This registration form serves as a Tax Invoice when completed. ABN: 53 443 272 865.**

Please retain a copy for your records.

Kindly make cheques payable to: **Royal Institute for Deaf and Blind Children**

**Credit Card Details**  MasterCard  Visa Expiry Date \_\_\_\_ / \_\_\_\_

**Card Number** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Name on Card \_\_\_\_\_ Signature on Card \_\_\_\_\_

### Cancellations and Refunds

Cancellations will be accepted by RIDBC up to seven days prior to the professional education event. Request for refunds must be submitted in writing and are subject to an administration fee of 20%. Cancellation after this time, non-attendance or partial attendance once the professional education event has commenced will not warrant a refund. Course fees are not transferable. Payments will not be accepted at the professional education event.

You may register online at [www.ridbc.org.au/renwick/courses/continuinged\\_register.asp](http://www.ridbc.org.au/renwick/courses/continuinged_register.asp)

Alternatively, if you are using this printed registration form, complete the form and then you may:

- Fax the completed form in the first instance to (02) 9873 1614 (then post this form and your payment to the address below)
- Post the completed form and payment to: Royal Institute for Deaf and Blind Children, Renwick Centre, Continuing Professional Education Office, Private Bag 29, Parramatta, NSW 2124 Australia.