



## REGISTRATION FORM

Name of Session: \_\_\_\_\_

Session Location: \_\_\_\_\_

Session Date(s): \_\_\_\_\_ Quoted Cost: \$ \_\_\_\_\_

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### REGISTRANT(S):

(1) Name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Role in organisation (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

I am an:       Adoptive Parent     Permanent Carer     Foster Carer  
                  Kinship Carer         Professional         Other: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Role in organisation (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

I am an:       Adoptive Parent     Permanent Carer     Foster Carer  
                  Kinship Carer         Professional         Other: \_\_\_\_\_

PAYMENT OPTIONS (please choose one)

*Please note that payment is required at least 2 days prior to the scheduled course commencement.*

*When completing payment details via direct deposit please include your surname and the name of the session (or abbreviated name of the session) that this payment is being made for. For example, when registering for "Bringing Fun Home" please add M Smith/BFH.*

*When sending payment via cheque, please include the above details on the reverse of the cheque.*

- Cheque (or Money Order) Payable to: PPSS  
PO Box 1180  
RICHMOND NTH VIC 3121
- Direct Deposit to:  
Account: PPSS Inc  
Bank: Bendigo Bank  
BSB: 633 108  
A/C: 120863675  
*(attach copy of online receipt)*
- Credit Card payment:
- Card Type:  Visa  Master Card Amount: \$ \_\_\_\_\_
- Cardholder: \_\_\_\_\_
- Card Number: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_
- Authorising Signature: \_\_\_\_\_

TERMS & CONDITIONS

A signed registration form, returned to PPSS indicates that you have read and agreed to the terms and conditions set out below:

1. A place at any session is reserved only upon receipt of a signed registration form accompanied by payment for an amount equal to the quoted fee.
2. Full payment for all activities must be received 2 working days prior to the commencement of the session.
3. PPSS reserves the right to cancel or re-schedule sessions with 2 days notice. In the event of such cancellation, registrants can opt to have all pre-paid fees refunded in full or credited towards the next available session.
4. In the event of customer cancellation, session fees shall be refunded in full provided at least 2 days notice is given prior to course commencement. No refunds will be given in respect to customer cancellations received less than 2 days prior to commencement of the scheduled session.

Thank you for your interest in the training and support services offered by PPSS.

*Please return completed form and payment to:*

*Training Coordinator  
Post Placement Support Service  
PO Box 1180  
RICHMOND NORTH VIC 3121*