



Faculty of Education

2009 Professional Development Program REGISTRATION FORM

NAME:

ADDRESS:

.....

PHONE (H): (W) FAX:

MOBILE: EMAIL:

PROFESSIONAL DEVELOPMENT COURSE TITLE:

(Please submit a separate form for each course)

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SESSION DATES:

.....

Please tick: ATTENDANCE ONLY ATTENDANCE PLUS ASSESSMENT

NOTE ADDITIONAL DETAILS

- To be eligible for a full refund, applicants must notify in writing to withdraw from the course at least 5 days prior to commencement. Withdrawal within 4 days incurs a fee of 50% of the total due. Those withdrawing after the course has commenced are liable for full payment.
- If minimum numbers are not obtained for the course to run, applicants will be advised in writing and will be eligible for a full refund.

Cost of Course: \$ Amount Enclosed: \$

PAYMENT DETAILS

*Must be completed before registrations will be accepted. Please select the most convenient option-

* **Cheque or money order:** Please make payable to "La Trobe University"

* **Credit Card payment options:**

| | | |
|--------------|--|--------|
| Visa | | Select |
| MasterCard | | Select |
| Card Number | | |
| Expiry Date: | | |

Name of Cardholder:

Signature of Cardholder:

SIGNATURE: DATE:

Please return Registration Form with payment to:

Faculty of Education
La Trobe University,
Victoria 3086

Office Use:

| GL Account | Tax Code | Fund | Cost Centre | Amount |
|------------|----------|------|-------------|--------|
| | | | | \$ |

Privacy Statement: At La Trobe University we respect the privacy of your personal information. The information on this form is collected for the purpose of assessing your application. Other purposes of collection include the creation of a record on a student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. You have a right to access personal information that La Trobe University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Faculty of Education on (03) 5444 7885.