



Training Registration Form

Please complete all details.

Name of Participant:	Position Held:
Organisation/Department:	
Postal Address:	Telephone: Fax: Email:
Training Course:	Date(s) of Training:
<p>A purchase order or the equivalent hardcopy of any electronic purchasing authorisation is required <u>before</u> enrolment in a training course may commence.</p> <p>Only private participants may offer cheques to pay for State Records training. These cheques must be presented and made payable to State Records <u>before</u> enrolment in a training course may proceed.</p> <p>This form is not a TAX invoice. Payment should only be made upon receipt of an official TAX invoice from State Records and these are issued <u>after</u> training has been held.</p> <p><input type="checkbox"/> Please tick if purchase order attached</p> <p>For further information contact the Training Coordinator (see above for contact details).</p> <p>Do you have any special needs e.g. dietary?</p>	
<p>Cancellations: If you cannot attend, please contact the Training Coordinator (see above for contact details). No refunds will be given on cancellations received less than one week before the course date. State Records hold training courses with a minimum number. If this is not achieved two weeks before the training date, the training course will be cancelled and you will be notified and given the schedule of the next available date for this course.</p>	
Manager's Name:	Manager's Signature: