



# Training Registration Form

Please complete and send/fax to:  
Training Registration  
Public Record Office Victoria (PROV)  
PO Box 2100, North Melbourne VIC 3051  
Fax: +61 3 9348 5656  
Tel: +61 3 9348 5600  
Email: [andrea.rae@prov.vic.gov.au](mailto:andrea.rae@prov.vic.gov.au)

## COURSE DETAILS

Course Name:

Course Date:

Course Cost:

## PERSONAL DETAILS

First Name:

Surname:

Organisation/Department:

Position:

Agency/ Division (Government department employees **must** state which Agency/Division they are employed at):

E-mail address:

Telephone:

Mobile:

Postal Address:

Suburb:

Postcode:

Please note any dietary or other requirements: \_\_\_\_\_

## PAYMENT DETAILS

**(Please note that registration will only be confirmed upon pre-payment)**

Invoice

EFT (for details, please contact Samantha Morrow, Finance Officer [samantha.morrow@prov.vic.gov.au](mailto:samantha.morrow@prov.vic.gov.au))

Cheque (please make all cheques payable to Public Record Office Victoria)

Credit Card (circle)      Bankcard      /      Mastercard      /      Visa

Name on card:

Credit Card number:

Expiry Date:

Amount (GST inclusive):

Signature:

### Cancellation Policy

All cancellations will attract a \$25.00 administration fee

All cancellations made less than 48 hours before an event will attract a 100% cancellation fee

Non-attendance without notice of cancellation will attract a 100% cancellation fee

If you are unable to attend training for which you are registered, PROV welcomes you sending a delegate (at no charge)

PROV reserves the right to cancel or postpone training in the event of insufficient registrants. In the event of cancellation, registrants are entitled to either a refund or a credit toward the same program at a later date, or another program of their choice.

### Privacy Statement

Personal details in this form will only be used for the purpose of registration in the nominated seminar or workshop or for the purpose of providing information about future seminars, workshops and activities.

Please tick the box if you DO NOT wish to receive further information