

REGISTRATION FORM / TAX INVOICE

NEERG SEMINARS

CONTINUING EDUCATION
FOR THE MANAGEMENT OF
THE BUILT ENVIRONMENT

REG RECD ____/____/____ PAYMENT RECD ____/____/____

Please fill out a separate form for each registrant and PRINT CLEARLY IN BLACK.

Register me for:

SOLAR ACCESS AND OVERSHADOWING WORKSHOP

MAXIMUM CLASS SIZE: 12

Earn 6 formal CE credits.

TRAINER: Steve King, Senior Lecturer, Faculty of the Built Environment, UNSW

DATE _____ from 9.30am sharp – 4.30pm

VENUE NEERG Training Room, Level 4, 209 Oxford Street (cnr Bronte Road) Bondi Junction
OR _____ Council Training Room

Title Family name _____ Given name _____

Profession / position _____ Firm / organisation _____

Mailing address _____ Postcode _____

Tel _____ Mobile _____ Email _____

Special dietary requirements _____

I wish to receive a certificate of attendance. (tick box)

Name (if person placing booking is not the registrant) _____ Tel _____ Email _____

Position _____

Fee for individual attending workshop in NEERG Training Room \$450 + GST = **\$495 payable in advance**
Fee for council training workshop \$4100 + GST = **\$4510 payable in advance**

NEERG SEMINARS PTY LTD ABN 75 100 490 284 T 9387 1899 F 9387 8335 www.neerg.net.au seminars@neerg.net.au

Fax registration form/s to 9387 8335 or mail to NEERG Seminars PO Box 636 Bondi Junction 1355

PAY BY ELECTRONIC TRANSFER

Account Name: NEERG SEMINARS PTY LTD BSB 112-879 Account # 120 161 079

Reference: Enter name organisation and attendee/s.

Please email or fax us to advise that payment has been authorised.

PAY BY CHEQUE OR BY CREDIT CARD

Cheques payable to NEERG Seminars PO Box 636 Bondi Junction 1355

A cheque for \$_____ (incl GST) is enclosed OR will be mailed on ____/____/____ (date).

OR please debit my Mastercard Visa the sum of \$_____

Card number (Please check carefully).

Name on card _____

Signature _____ Expiry date _____

I found out about this workshop from: _____

I have attended one or more NEERG seminar/s (approx number): YES NO

This official Tax Invoice serves as a receipt for GST purposes.

Substitution & Cancellation Policies: Substitute attendees may be nominated at any time. To cover administrative costs, substitution within three (3) working days of the seminar incurs a charge of \$25 per head. To cancel and obtain a credit or refund, you must advise NEERG Seminars in writing at least three (3) working days before the date of the relevant seminar. An administrative fee of \$25 per registrant is payable. No refund will be made in respect of cancellations received within three (3) working days of a workshop, but a credit will be allowed towards a future workshop.