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| Event registration form 2015  |

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| Event code |       | Event date |     /    /      |
| Contact details Please complete this form using BLOCK LETTERS |
| Title: |     | Family name: |       | **Previous family name if changed:** |       |
| Given name: |       | **Other names:** |       |
| School/organisation: |       |
| Previous school/ organisation: |       |
| Position: |       |
| Work address: |       |
|       | **Postcode:** |       |
| Work phone: |       |
| Mobile: |       |
| Work email: |       |
| Dietary requirements: |       |
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| Methods of Payment |
| Credit Card – To pay by Credit Card, please Register Online and provide credit card details for payment.Invoice – Complete and return this form. Your school will be invoiced for payment after the event. |
| Fees and Charges |
| **Please refer to the relevant event on the** [**QCAA website**](http://www.qcaa.qld.edu.au/events.html) **for the event cost.****This form is also to be used for FREE events.** Travel, teacher release, etc. costs are not covered by QCAA. All fees include GST. |
| Further Information |
| **Cancellations & refunds**Substitutions and cancellations will be accepted up to 48 hours before the event. These must be provided via email or fax. No refunds are possible after this time unless in exceptional circumstances. |
| **Multiple registrations**Only one registration form per person is accepted. |
| **How is registration confirmed?**You are registered for an event only when a confirmation email is received from the QCAA. If you do not receive an email, please contact PD & Events. |
| Send to | Contact information |
| Email: events@qcaa.qld.edu.au Fax: PD & Events - (07) 3229 2877 | **PD & Events:**Phone: (07) 3864 0471 or (07) 3864 0220 |
| The information you provide on this form will be used in administering and managing event registrations as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (ss.12 and 20) and Financial and Performance Management Standard 2009 (s.17). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Certain types of personal information will be disclosed to government auditors where legally required. |