



SANDTRAY REGISTRATION & PAYMENT PAGES

To register for any of the Sandtray training workshops use the form below.

1. **Word file:** save this file, to a place where you can find it, so you can email it to me once you have filled in the form.
2. Mark which module you wish to attend by clicking on the box and place an (X) in the preferred square.
3. Then complete dates and location of the workshop, name & address details etc.
4. Complete the rest of the form using the (X) key to indicate your preferences, make sure that you add the purchase order number to the form. If you are able to do so please send a scanned copy of the purchase order. Save the file and email.
5. **PDF file:** print a copy and complete by writing in the information required.

Faxing the Form:-

6. Fax completed registration form, along with a copy of purchase order.
7. Before faxing, please ring first as the fax machine is not always turned on (too many unnecessary advertising faxes).

Sandtray Training Registration Form



Module I	<input type="checkbox"/>	Module II	<input type="checkbox"/>	Module III	<input type="checkbox"/>	Module IV	<input type="checkbox"/>	Module V	<input type="checkbox"/>
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Date: _____ Times:- **9 a.m. to 5 p.m.** Location: _____

Name:- _____

Address:- _____

Post Code:- _____

Phone No: Wk: _____

Hm: _____

Email Address:- _____

Name for Certificate (Please Print):- _____

Please (X) in the appropriate square for each section

Cultural Background:-

<input type="checkbox"/>	Aboriginal or Torres Straight Islander	<input type="checkbox"/>	Other
<input type="checkbox"/>	Non English Speaking Background	<input type="checkbox"/>	

Sector:-

<input type="checkbox"/>	Employment	<input type="checkbox"/>	Counselling	<input type="checkbox"/>	Youth	<input type="checkbox"/>	Women's
<input type="checkbox"/>	Police/Corrections	<input type="checkbox"/>	Indigenous	<input type="checkbox"/>	Aged	<input type="checkbox"/>	Defence
<input type="checkbox"/>	Community	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Private
<input type="checkbox"/>	Other:	<input type="checkbox"/>		<input type="checkbox"/>	Education	<input type="checkbox"/>	Health

Agency Type :

<input type="checkbox"/>	Cmwlth Government	<input type="checkbox"/>	State or Territory Government	<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Local Government	<input type="checkbox"/>	Non Government Agency.	<input type="checkbox"/>	Student

Gender:-

<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
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Interested in other W/shop: Yes No Permission to email: Yes No

Registrations to the Fax (02) 6332 4139 or Email:- sandplaytracks@hotmail.com
or mobile 0411 817 151 for my address details.

NOTE: Registration must be received 3 weeks prior to the workshop date, as your deposit/purchase order number procures your place in the workshop.

Deposit encl:_\$ (Receipt Required) Purchase .Order No: _

**If your workplace is paying for your training, please forward a copy of the purchase order with your registration form, ABN Invoice will be supplied containing payment details.
For those who are paying for themselves a deposit of \$200.00 will secure your place in the workshop.
Workshop limited to 10 persons only.**

OFFICE USE ONLY.	Name Tag:-	<input type="radio"/>	Handout Booklet	-	<input type="radio"/>
	Certificate of Attendance	<input type="radio"/>	Cert. Number:-.....		
	Ongoing support/ training	<input type="radio"/>	Supervision		<input type="radio"/>



Sandtray Trainings - Payments.

To clarify any questions you have about payment for workshops.
The following applies:-

1. If your organization is paying, then a purchase order will need to be supplied, along with your registration form. Purchase order needs to be addressed to **Judith Blundell** trading as **Tracks in the Sandtray Training Centre** and all **checks** need to be made payable to **JUDITH BLUNDELL**.
2. I will issue an ABN Tax Invoice containing payment instructions to your organization for payment.

NOTE: I do not have **Credit Card** or **EFT** facilities.

3. If you are paying for yourself, there are a number of options available:-
 - First, you will need to email or phone me, to acquire Bank details and/or Address so payment can be made.
 - You can deposit, either the “deposit” amount of \$200 or the full payment into my **ANZ Bank account:- please email for details.**
It is important for you to identify the money deposited so could you, **please** forward a copy of the deposit form along with your registration form, thanks.
 - You can forward your Registration Form and the required deposit \$200 or pay the full amount (**by Cheque or money order- make payable to Judith P Blundell**. You will be issues with an interim receipt for your deposit and the balance will be collected on the first morning of the workshop and a tax invoice will be issued, once you have paid the balance.
 - Paying in Full - You can forward your Registration Form and the full amount (**by Cheque or money order- make payable to Judith P Blundell**. A receipt and Tax Invoice will be issued
 - **Cancellation Note:** If a participant needs to cancel workshop attendance, a \$50 fee will be retained, providing the cancellation notice is prior to the two (2) weeks before the workshop. Cancellation 13 days or less, your deposit will be forfeited, unless there is a waiting list or a replacement participant.
 - **If I need to cancel a workshop it will be because we have insufficient numbers to make the workshop viable. Deposits will then be refunded or held (depending on participant’s requirements) and new dates set for the workshop.**

Pre workshop session payment is now included in the workshop fees - \$65.

If your organization decides that they will not pay this fee, then you need to pay it on the day of the session. Thanks.

If you have any further questions please phone Judy Blundell on the mobile 0411 817 151 and we can sort it out.

Please remember closing date for registrations, as your deposit/purchase order number procures your place in the workshop.

Contact Details :- Phone/Fax :- (02) 6332 4139
Mobile 0411 81 71 51
Email:- sandplaytracks@hotmail.com