



CENTRE FOR EDUCATION Continuing Education Courses



CENTRE FOR EDUCATION REGISTRATION FORM

REGISTERING FOR A COURSE

This form is to be used by applicants wishing to enrol into a course.
Please read information carefully prior to completing the Registration form.

ENQUIRIES & APPLICATIONS

Centre for Education
Ground Floor, North Block
Western Hospital
Gordon St, Footscray Vic 3011
Tel: 8345 6328 **Fax:** 8345 6336
Email (Internal): [WH - CE Admin](mailto:WH-CEAdmin@wh.org.au)
Email (External): WH-CEadmin@wh.org.au

CONFIRMATION OF REGISTRATION

You will receive written confirmation following receipt of your enrolment. **Please Note:** if you have not received confirmation within five (5) working days, please contact the Centre for Education.

A Certificate of Attendance will be available to participants on request for programs that are not competency based.

The Centre for Education reserves the right to alter the program without notice. Programs with low enrolments may be cancelled with a minimum of five (5) working days notice.

CLOSING DATE FOR REGISTRATIONS

Registrations for enrolment should be received no later than five (5) working days prior to course date.

REFUND POLICY

No refunds, credits or transfers will be given for non-attendance or cancellation without a minimum of five (5) working days notice.

FURTHER INFORMATION

Programs offered by the Centre for Education can be accessed by the following link:

Internet:

http://www.wh.org.au/Education_and_Training/Nursing_and_Midwifery_Education/Continuing_Education/index.aspx#Clinical_Programs

Intranet:

http://info.wh.org.au/Departments_and_Services/E_-_/Education_Centre/Continuing_Professional_Development/Continuing_Education_Courses/index.aspx

PARKING

Footscray Campus (off Gordon St):
The main hospital carpark maximum daily rate is \$14.00.

Parking is available for Western Health Staff & External Participant attending training courses at the daily rate of \$4.00 upon presentation of your staff ID badge or Staff Rate Voucher for External applicants.

Sunshine Campus: Rates apply as "Footscray Campus" above. Parking is also available at AAA Parking located next to the main hospital carpark at \$2.00 per day. (These rates may be subject to change).

CAMPUSES

Sunshine Hospital Melway Ref 26 D5
176-190 Furlong Rd, St Albans 3021

Western Hospital Melway Ref 41 K2
Gordon St, Footscray 3011

Williamstown Hospital Melway Ref 56 B9
Railway Crescent, Williamstown 3016

COURSE DETAILS: (Please list course you want to register in)

Course Name:

Course Date(s):

Campus: Footscray Sunshine Williamstown

APPLICANT DETAILS:

Name:

Home Address:

Suburb: Postcode:

Tel: (BH) Tel: (AH)

Mob:

Email:

EMPLOYMENT DETAILS:

Employee no: (Compulsory for WH Staff)

Organisation: (If External Applicant)

Position/Grade:

Dept/Ward/Campus:

PAID STUDY LEAVE: (Western Health Applicants to Complete)

Approved: Yes No Pending Did not apply

PAYMENT DETAILS: (External Applicants only)

Please Note: Enrolment will not be processed until payment is received.

Visa Bankcard Mastercard

Amount: \$ Expiry Date:

Card Holder Name:

Card Holder Signature: Date:

Cash Cheque (Payable to Centre for Education, Western Health)

Please write in BLOCK LETTERS. Use one application per person.

OFFICE USE ONLY: Enrol ID: Date Enrolled: Initials:

Not Enrolled Course Full Waitlisted Date Notified: