



Please send completed form to CEWD on:

cewd.slhd@sswahs.nsw.gov.au or Fax to **8755 3510**

*It is recommended that you call the CEWD administrative team on 8755 3500 to confirm course availability and receipt of your form*

## CEWD External Participant Application Form

### PARTICIPANT DETAILS

Full Name

E-mail Address

Profession

Hospital/Facility

### COURSE DETAILS

Course Name

Course Date

Venue

Total Course Fees\*      \$

*\*Please see scheduled course fees overleaf for the cost of the course you are applying for.  
Include administration fee if relevant to your course.*

### PAYMENT DETAILS

#### Credit Card Payment Information

Card Type

Card Number

Expiry Date

Card Holder Name

Cardholder Signature \_\_\_\_\_

*\* If you wish to pay by bank cheque/money order please make payable to the **Centre for Education and Workforce Development**. If you require an invoice please e-mail CEWD with your company's business name and ABN so that an invoice can be generated.*

### For Office Use Only:

Successful YES / NO    Date Processed \_\_\_\_\_    Cost Centre \_\_\_\_\_    Processed by: \_\_\_\_\_

## Terms & Conditions

### Enrolment and Confirmation:

Submitting a form does not automatically guarantee a registered seat in CEWD courses. CEWD has to receive payment in advance before registration into a course. Application forms are to be submitted to CEWD via email or fax. Partially submitted forms will only result in registration delays or the applicant missing out on the course. Once the form has been received and payment cleared, CEWD will register you in the preferred course. CEWD administration staff will confirm your registration via email and provide you with all necessary information about the course. If there is pre-course work to be completed, this will be attached to the confirmation email.

### Course Fees

	Course type	Nursing home / NGO	Other NSW Health	Full-fee Paying Applicants
General CEWD Courses	Half-day	\$50	\$100	\$100
	One day	\$75	\$200	\$200
	Two day	\$150	\$400	\$400
	Three day	\$225	\$600	\$600
	Five day	\$300	\$1000	\$1000
	Working with groups/teams	\$750 per day	\$1,500 per day	\$1,500 per day
Nationally Recognised Training*	Cannulation & Venepuncture	\$220 (all inclusive)	\$300 (all inclusive)	\$300 (all inclusive)
	Statement of attainment	Admin \$438 pa; course \$300	Admin \$438 pa; course \$300	Admin \$438 pa; course \$600
	Certificate III	Please contact CEWD	Please contact CEWD	Admin \$686 pa; course \$4500
	Certificate IV	Please contact CEWD	Please contact CEWD	Admin \$934 pa; Course fees \$5000
	Diploma	Please contact CEWD	Please contact CEWD	Admin \$1242 pa; course \$10,000
	RPL assessment	Please contact CEWD	Please contact CEWD	Admin \$200; First 7 units \$125 each; Further related units \$100 each

\*For nationally-recognised training, special fees apply to: Aboriginal and Torres Strait Islanders, Commonwealth benefit and allowance student, students with a disability

### Cancellation:

The policy is applicable to all external applicants who are registered in general courses or programs offered by The Centre for Education and Workforce Development (CEWD). There are unlimited criteria under which a cancellation may occur and refund is granted. These criteria are discussed as follows:

#### CEWD Initiated Cancellation

- Whilst endeavour will be made to conduct all courses as originally intended, CEWD reserves the right to change or cancel a scheduled class or change the date time or venue of the class. Every effort will be made to inform external applicants of any changes. In case of cancellations initiated by CEWD, external applicants will receive full refund of fees paid. No administration fees will be deducted.
- If CEWD cancels a scheduled class and offers an alternate class that the external applicant agrees to attend, fees that are paid for the initial class will be transferred to the next class. If the external applicant does not wish to attend on a subsequent date, then fees will be refunded in full.
- CEWD reserves the right to decline registrations where attendance numbers exceed capacity or cancel a course due to insufficient numbers. If the course is cancelled due to insufficient numbers, participants will receive a full refund of fees paid. No administration fees will be deducted.
- In any circumstance, CEWD will not be liable for any travel and lodging expenses that the external applicants or their organisation may incur as a consequence of course cancellation.

#### Applicant Initiated Cancellation

- It is the responsibility of the external applicant to communicate with CEWD in writing to advise of any cancellation
- If CEWD receives written notice of cancellation 14 days prior to the course commencement date, fees will be refunded in full.
- If CEWD receives written notice of cancellation up to 7 days prior to the course commencement date, only 50% of the fees paid will be refunded. The remaining 50% will be deducted as cancellation and administration charges.
- If CEWD receives written notice of cancellation under 7 days of the course commencement date, no refunds will be made. The entire fee will be forfeited by the external applicant in this instance.
- Another applicant from the same organisation as the registered external applicant can attend training in case the registered external applicant cannot attend the course on the scheduled date. Attendee substitutions are permitted, however, CEWD administration staff need to be informed of the change in writing. Please email CEWD at [cewd.slhd@sswahs.nsw.gov.au](mailto:cewd.slhd@sswahs.nsw.gov.au) to inform us of the replacement.
- Refunds will not be made for 'No Shows'. In this situation, full fee will be forfeited by the external applicant. A 'No Show' is defined as an external applicant not attending a course they are registered for without any written advice to CEWD prior to course commencement.
- If an external fails to attend on the registered date due to illness, the external applicant can attend the course on a subsequent date if there are planned classes in the same calendar year. A cancellation charge will not be levied in this case. However, if there are no subsequent dates for the course in the same calendar year, then the fees will be forfeited by the external applicant in full. External applicants are welcome to apply for the same course in the next year. Full fees will be applicable during that time.
- No refunds will be applicable where external applicants withdraw or cancel enrolment after the course has commenced.

#### Notice of Cancellation

To formally withdraw from the course please email CEWD at [cewd.slhd@sswahs.nsw.gov.au](mailto:cewd.slhd@sswahs.nsw.gov.au) advising us of your intention to cancel. Please provide the name and date of the course. Where applicable, a 'Refund Application Form' will be given to you by CEWD administration staff to be completed and returned to CEWD for processing of the refund.