



# Victoria State Emergency Service

South West Region - Geelong Office • 90 Furner Avenue, Bell Park, Victoria 3215

Telephone: (03) 9256 9350 • Fax: (03) 9256 9366 • Email: southwest@ses.vic.gov.au

ABN: 612 7959 7238

## Nomination Form / Tax Invoice

### Introduction To Emergency Management

#### Course Preference:

1st - Location:

Date:

2nd - Location:

Date:

#### Applicant Details

First Name:

Surname:

Preferred Name:

Position/ Title:

Agency/ Organisation:

Department:

Address:

ID No. / DOB:

Suburb:

State:

Postcode:

Telephone (Bus.):

(Mobile):

Note: At least one phone number must be listed

Email:

Reason for wishing to attend the course (brief description):

#### Authority of Organisation

Your nomination will NOT be accepted if this section is not completed by an authorised person - i.e.: Manager

Manager's Name:

Signature:

Position/ Title:

Date:

#### Course Fees & Payment Methods

TAX INVOICE (once payment has been received)

Designated Emergency Management Agency:

\$256 (incl GST)

Other: \$586 (incl GST)

#### Credit Card (preferred)

Cardholder's Name:

Mastercard

Visa

Card Number:

Expiry Date:

Contact Number (If cardholder is different to applicant):

Contact Email (If cardholder is different to applicant):

#### Cheque (preferred)

If paying by cheque please make payment to 'Victoria State Emergency Service', attach to a copy of this nomination form and send to: Victoria State Emergency Service, 168 Sturt Street, Southbank, 3006.

#### EFT

EFT payment is only accepted, under condition that a remittance advice is sent to [accounts@ses.vic.gov.au](mailto:accounts@ses.vic.gov.au), stating the name of the participant(s), the location and the date of the course.

#### EFT Account Details

BSB: 063-215

Account: 10279870

Account Name:

Victoria State Emergency Service

#### Cancellations

Organisations who withdraw 5 business days prior to course commencement date will receive 100% refund. After this date, organisations may only swap applicants - no refund will be given.

Return Applications To:

Or print and fax back to South West Region on (03) 9256 9366

**NOMINATIONS CLOSE ONE MONTH PRIOR TO THE COURSE COMMENCEMENT DATE**

Completion of this Nomination Form does not guarantee admittance to the course.