

VICSES IEM Course Payment Form

The form below must be completed and forwarded to our finance department at accounts@ses.vic.gov.au

Please ensure that the course and Program Manager details are included in this form.

Failure to include this information may result in your position in the course being removed or certificates withheld.

Participant Details (please ensure details match those submitted on enrolment form)

Participant name:

Organisation:

Email:

Contact number:

Course Details (please see email for course details)

Course Date:

Program Manager:

Program Facilitator:

Course Fees & Payment Methods (all fees include GST)

A rate of \$415.00 (inc GST) is charged per participant for the Introduction to Emergency Management Course.

Credit Card (preferred option)

☐ (check payment option)

Cardholder name:

Card number:

Expiry date:

Electronic Funds Transfer (EFT)

☐ (check payment option)

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

BSB: 063-215 Account: 10279870

Account Name: Victoria State Emergency Service

Cancellation

Organisations who withdraw 5 business days prior to course commencement date will receive 100% refund. After this date, organisations may nominate another applicant to replace the withdrawing course participant - no refund will be given.



Please send all completed payment detail forms to accounts@ses.vic.gov.au

This form can be retained for tax invoice purposes if needed.

ABN: 61 279 597 238