VICSES Payment Details/Tax Invoice

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.

Course details

Course Date:

Program Manager:

Course Location:

Participant names:

Course Fees & Payment Methods (all fees include GST)

A subsidised rate of $256.00 (inc GST) per person is charged for representatives from designated emergency management agencies listed in State Emergency Management Plan (SEMP) - (Roles and Responsibilities). VICSES staff can confirm if your organisation is listed by contacting emp@ses.vic.gov.au or a staff member in your region.

A commercial rate of $586.00 (inc GST) is charged per participant from all other organisations or agencies.

Course Fees   Amount: ☐ $256.00   Amount: ☐ $586.00

Credit Card *(Preferred option)*

Cardholder name:

Card number: Expiry date:

Email:

Contact number:

Electronic Funds Transfer (EFT) *(Preferred 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

Cheque

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

Cancellation

Organisations who withdraw 5 business days prior to course commencement date will receive 100% refund. After this date, organisations may only swap applications - 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