

Registration form

Section A: Participant information

Please print letters clearly.
Use black or blue pen.
Place ☒ in all applicable boxes.

Title	First name	Surname		
RACGP no.	Practice name			
Practice address				Postcode
Practice telephone		Practice fax number		Mobile number
Practice email				
Home address				Postcode
Home telephone		Home fax number		Mobile number
Home email				
Gender		Preferred billing address		Preferred email address
Male	Female	Practice	Home	Practice Home
Where is your main practice based?				
RA1 (Major Cities)	RA2 (Inner Regional)	RA3 (Outer Regional)	RA4 (Remote)	RA5 (Very Remote)
Which of the following categories apply to you?				
Practice Nurse	Practice Manager	Receptionist	General Practitioner	Registrar Student
Other (please specify)				

Section B: Enrolment options

Introduction to Aboriginal and Torres Strait Islander Health cultural awareness

ALM Price \$179

Cognitive behavioural therapy for general practice

ALM Price \$693

Section C: Declaration

By signing and returning this registration form to the RACGP, I the delegate make the following declarations:

I have read, understood and accept the RACGP Delegate Conditions and Cancellation Policy which can be found at racgp.org.au/usage/delegate-conditions (or provided on request).

I have read, understood and accept the RACGP Privacy Statement which can be found at racgp.org.au/usage/delegate-conditions (or provided on request) and consent to my personal information being dealt with to administer this event.

Signature of delegate

Date

Section D: Privacy

The RACGP has a privacy policy that reflects recent changes in Federal and State Privacy Legislation. A full copy of the College's policy is available from our website: gplearning.com.au/privacy.aspx

Section E: Payment

The RACGP has a privacy policy that reflects recent changes in Federal and State Privacy Legislation. A full copy of the College's policy is available from our website: gplearning.com.au/privacy.aspx

How to lodge your application

Email registration form to

 gplearning@racgp.org.au

OR complete and return this form and an invoice will be issued for payment



Fax 03 8699 0400



RACGP *gplearning* Helpdesk, 100 Wellington Parade, East Melbourne, Victoria 3002

Please ensure to send both pages of this registration form.



Provide your details over the phone by phoning the *gplearning* team on 1800 284 789

Application processing:

You will receive an invoice for your registration fee via email. Upon receiving payment the *gplearning* team will email your login access details to you. Please allow 1–2 business days to receive your login details.

Note: BPay payments take 2–3 days, please allow additional time.

Terms and conditions

1. Access to online modules is ongoing and available for 12 months from the date of your enrolment confirmation. Participants who are unable to meet this timeframe may contact *gplearning* (email: gplearning@racgp.org.au) in relation to submitting a request for special consideration for extension.
2. Registration in the program will be confirmed upon receipt of the completed enrolment form and payment of the relevant course fees to the RACGP.
3. Participants are required to review the Terms and Conditions and cancellation/refund policy prior to registering, and to acknowledge acceptance of these conditions during the registration process.

Cancellation/refund policy*

1. A full refund of fees will be payable when an offer of placement is withdrawn or in the unlikely event a college is unable to provide any components of the program.
2. No refund of fees will be made if the course is not completed within 12 months from the date of your enrolment confirmation. Full payment will be required for re-enrolment.
3. All requests for refunds must be made in writing to *gplearning* (email: gplearning@racgp.org.au).
4. To appeal a refund decision, the registrant must write to the *gplearning* (RACGP, *gplearning*, 100 Wellington Parade, East Melbourne Victoria 3002) within 10 working days of the date that their cancellation is processed. In the event of an appeal the registrant will be required to submit a statutory declaration to the RACGP for consideration. The statutory declaration must include:
 - a. The name and address of the registrant.
 - b. Information which fully addresses the circumstances and case for a refund. The statutory declaration must also be witnessed by a Justice of the Peace, proclaimed policy officer or commissioner for taking affidavits. The statutory declaration signatory list is available online at www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration_Statutorydeclarationsignatorylist
 - c. Please read the RACGP appeals policy for further information. Visit racgp.org.au/policy/council.