



# Registration Form

Block 2

24<sup>th</sup> June to 20<sup>th</sup> December 2019

I, \_\_\_\_\_ (name of customer) register for the following course/s and agree to pay the fee for each course and claim for my support from my NDIS package as per the conditions in my Service Agreement.

Print Name: \_\_\_\_\_ (customer/parent/guardian)

Phone No: \_\_\_\_\_

Are you currently receiving another service from Cootharinga?      YES                      NO

Allied Health     Supported Independent Living     Individual Support Service     Equipment Solutions

## COURSES

Course fees cover the 6 months of the block and are an out of pocket expense to you (the customer). The fees pay for materials, equipment, external trainers/instructors, venue hire and transport *between* courses.

I agree to pay the fee for each course I have selected and understand that these fees *cannot* be claimed through my NDIS package.

	Morning 9am - 12noon	Fee \$	✓	Afternoon 12noon - 3pm	Fee \$	✓	Evening 6.30pm – 9.30pm	Fee \$	✓
WED	Fitness & Nutrition	\$120		Presentation Skills	\$120				
	Four Ingredients	\$120		cents and Sensibility	\$60				
THU	Urban Explorer	\$120		Photography	\$120				
	Independent Living Skills	\$120		Woodwork	\$120				
FRI	A Job For Me <i>Closed 19<sup>th</sup> July 19</i>	\$115		Literacy & Numeracy	\$115		Bright City Lights <i>(excludes venue entry fee)</i>	\$115	
<b>TOTAL (A):</b>		<b>\$</b>		<b>TOTAL (B):</b>	<b>\$</b>		<b>TOTAL (C):</b>	<b>\$</b>	

**GRAND TOTAL (A+B+C) =**

**\$**

Weekly cost per course:  
\$120 = \$5, \$60 = \$2.50

## Transport to be picked up and dropped off

An additional 30 minutes per day will be added to your support hours, claimed through NDIS for the Support Worker to provide transport.

A Kilometer charge will also apply;

0-5 Kilometers = \$5

6– 10 Kilometers = \$10

11–19 Kilometers = \$15

over 20 Kilometers = \$1.25 per Kilometer from Cootharinga, 200 Scott Street, Bungalow 4870

I require picking up and dropping off at Skills & Transition  NO  YES on the following days:

	Wednesday	Thursday	Friday
Morning			
Afternoon			

## Support

I can choose to attend part or all of the Skills & Transition programs:

**Morning course – 9am to 12pm, Afternoon course – 12pm to 3pm, Friday night course – 6.30pm to 9.30pm**

This is indicated in my course selection above. Whilst attending the program the cost of my Support Worker will be claimed from my NDIS package. I agree that a claim can be made as per my approved NDIS quote to be supported at the Skills & Transition Program from my NDIS package or I will pay for the support as a fee for service customer.

For cancellations you must notify the Skills & Transition team prior to **3pm the day before**, if no notification is received a claim will be made from your NDIS package. Course fees will **not** be refunded.

Signed (Customer/Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

## Payment of Course fees

You can pay in person, credit card or EFT. An invoice will be emailed to you by AR@cootharinga.org.au

Please choose your preference:

- Cash / Eftpos (in person)
- EFT (An invoice will be sent to you for payment within 14 days)
- Credit/Debit Card (complete form below)

### CREDIT / DEBIT CARD DETAILS:

Name on Card \_\_\_\_\_ Expiry \_\_\_\_\_

Card Number \_\_\_\_\_ CCV \_\_\_\_\_

I authorise Cootharinga North Queensland to process the fees on my credit / debit card.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Strict guidelines will be followed in regards to confidentiality with credit card details. Only Office Administration staff will have access to this information. All receipts will be forwarded to you once the processing is complete.