

Volunteer Network

C/- Burwood Council
Suite 1, Level 2, 1-17 Elsie Street, Burwood NSW 2134
P.O. Box 240 Burwood NSW 1805
P: 02 9911 9855; F: 02 9911 9903; E: vrecruit-train@burwood.nsw.gov.au



Volunteer Network Training

Terms and Conditions

Priority of Access:

Volunteer Network provides training for HACC Volunteers in the LGA's of Ashfield, Burwood, Canada Bay and Strathfield.

Payment:

In Person: Payment at Burwood Council's Customer Service Centre, Suite 1, Level 2, 1-17 Elsie Street, Burwood. **CASH, CHEQUE and EFT facilities** are accepted as method of payment along with your completed **TRAINING REGISTRATION FORM**.

By Post: A cheque or money order can be sent to Burwood Council. Please make all cheques out to Burwood Council and enclose your completed **TRAINING REGISTRATION FORM**.

Please mail your Training Registration Form & Cheque to: Volunteer Network, C/- Burwood Council, PO Box 240, Burwood NSW 1805

NO MONEY WILL BE TAKEN ON THE DAY OF TRAINING

Confirmation:

Confirmation of registration will be by phone or email. When training session is fully booked a waiting list will be created.

Cancellations:

Volunteer Network reserves the right to cancel or postpone training if there are an insufficient number of people enrolled in courses. We will notify you as soon as possible.

Refunds & Transfer Vouchers

In the event that a Training session is cancelled either by Volunteer Network or the participant cancelling their enrolment, a refund can not be granted, however Volunteer Network will offer to transfer the enrolment to another Training Session to the value of the previous Training fee. This transfer voucher is valid for 6 months.

REFUNDS WILL NOT BE GRANTED DUE TO INABILITY TO ATTEND CLASSES.

Training Fees:

Training delivered by our staff is:

\$11.00 for New Volunteers & CHSP/CCSP Volunteers,
\$21.60 for Non-CHSP/CCSP Volunteers,
\$50.00 for Volunteer Coordinators

A higher fee may be charged for specialised training provided by consultants