

REGISTERING FOR A SHORT COURSE

This form is to be used by applicants wishing to enrol into a short course. Please read information carefully prior to completing the Registration form.

CONFIRMATION OF REGISTRATION

- **Confirmation of receipt of your enrolment will be via email confirmation.**
- **If you have not received confirmation within five (5) working days of submitting your form, please contact the Nursing Education Administration office via telephone**
- **Without confirmation you will not be able to attend**

MELBOURNE HEALTH EMPLOYEES

- Enrolment will not be processed until Application Fee (where applicable) is paid.
- Enrolment will not be processed until Nurse Unit Manager/Manager approval is provided.
- **It is the participant's responsibility to send the form to Nursing Education Admin. This is not the responsibility of the NUM/Manager or Educator.**

EXTERNAL APPLICANTS

- Enrolment will not be processed until full payment is received.
- A Certificate of Attendance will be given on the day of the course.

CAMPUSES

City Campus Melway Map 2B A7, B7 or Map 43 F4

Grattan Street, Parkville VIC 3052

<http://www.rmh.mh.org.au/www/353/1001127/displayarticle/1001240.html>

Royal Park Campus Melway Map ref: 29 D10

34-54 Poplar Road, Parkville VIC 3052

<http://www.rmh.mh.org.au/www/353/1001127/displayarticle/1001240.html>

PAYMENTS

Payments will be processed **upon enrolment**. Please ensure you have sufficient funds in your account.

CANCELLATION & REFUND POLICY

- The Royal Melbourne Hospital reserves the right to cancel any course should attendee numbers be insufficient.
- A full refund will be given, should a course be cancelled.
- Cancellation more than 30 days prior to scheduled course date will be refunded in full.
- Cancellation within 14-30 days prior to scheduled course date will be refunded 50% of registration fee.
- Cancellation less than 14 days prior to scheduled course date will not receive a refund.
- A refund of course fees following withdrawal due to illness, injury or other special circumstances will be considered on an individual basis.

PARKING

City Campus - Parking is available for participants attending training courses at the daily concession rate, upon presentation of tax receipt/ car park voucher. The entrance to RMH underground car park is from Royal Parade, shown by a Wilson Parking sign. There is limited short-term metered parking on the streets around the hospital. We recommend that you use these parking spaces with care, as the Melbourne Health cannot be responsible for any fines incurred.

Royal Park Campus - The main entrance is Gate 1, in Poplar Road, Parkville. Enter here for the public car park and the main reception area. There is no hourly rate, a fixed daily rate applies. A ticket machine at the exit takes coins only, and exact change is required. Please note that cars parked illegally are likely to receive a fine. Parking is free for cars displaying a disabled permit and parked in the marked disabled parking spaces.

CLOSING DATE FOR REGISTRATIONS

Registrations close **two weeks** prior to course commencement date, unless filled prior.

FURTHER INFORMATION

Nursing Education programs can be accessed by the following Melbourne Health internet link:

<http://www.rmh.mh.org.au/nursing-education-short-courses/w1/i1031959/>

ENQUIRIES & REGISTRATIONS

Nursing Education, Clinical Skills Centre, Gr Flr West, Main Building, The Royal Melbourne Hospital, Grattan Street, Parkville Vic 3050

Tel: 9342 4981 **Fax:** 9342 4970 **Email:** shortcourse@mh.org.au

The Royal Melbourne Hospital is part of Melbourne Health. ABN 73 802 706 972



Nursing Education Department

SHORT COURSE REGISTRATION FORM

COURSE DETAILS: Please write clearly using BLOCK LETTERS. Use one application per person per course

Course Name:

Course Date(s):

APPLICANT DETAILS: Please supply an email address as confirmation of the course is via email

Name:

Phone: Home/Mobile:

Email: (PRINT CLEARLY)

EMPLOYMENT DETAILS:

Current Employer:

Dept/Ward/Unit:

Melbourne Health employee: Yes No (please tick)

Internal Applicants ONLY: Nurse Unit Manager/Manager Approval (required for MH employees only)

Course participation approved by: Name:

Signature:

PAYMENT DETAILS:

Visa Mastercard

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Expiry Date:

Amount: \$ _____

Cardholder Name:

Card Holder Signature:

Date:

Cheque/Money Order (payable to: Nursing Education Department, Melbourne Health) Amount: \$ _____

PAYMENT BY EMPLOYING ORGANISATION

Invoice to be sent to:

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| Name: |
| Address: |
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Please **complete all sections** of the form before forwarding to the Nursing Education Department. Enrolment will be confirmed via email on receipt of registration form. Please see course timetable for further details.
 (Send to: Nursing Education Department, The Royal Melbourne Hospital, c/o Post Office, Parkville, Vic, 3050 or fax to 03 9342 4970 or email: shortcourse@mh.org.au.

The Royal Melbourne Hospital is part of Melbourne Health. ABN 73 802 706 972