

THE EDUCATION CENTRE
Level 4, "M" Block, Colonial House, Perth City Campus
Telephone: 9224 2498 Facsimile: 9224 1958

Dear All

The Centre for Nursing Evidence Based Practice, Education & Research at Royal Perth Hospital has been receiving numerous incomplete course applications forms along with cheques and money orders unaccompanied by any identifying documentation eg: such as a copy of the tax invoice or completed course application form. This practice is causing difficulties in processing course applications and it would be appreciated if the following could be noted and passed onto your staff who may be intending to apply for any course at Royal Perth Hospital and to all staff at health facilities involved with booking of courses.

The following guidelines will greatly reduce processing times for course applications and ensure early notice of acceptance to all intending course participants.

The official RPH course application form is attached along with the course flyer and sent electronically to all health facilities in Western Australia when courses are advertised. When received, save the flyer and course application form to file in your computer which will give ease of access when required.

Please note:

- **Please ensure that you have completed an official RPH Course Application Form for each course applicant with all relevant details PRINTED CLEARLY**
- **Only a fully completed official RPH Course Application Form will be accepted**

This information is used to prepare the official class list & the course certificate of attendance for the course facilitator.

- **Only those registrations that are accompanied by the applicable course fee will be accepted**
- **That closing times are strictly adhered to**
- **Telephone bookings/fax bookings are not accepted as we are not able to "HOLD" places for applicants**
- **Seven days notice of cancellation is required for a course cancellation refund.**
- **If a facility is funding their staff to attend a course at RPH, please request a tax invoice to be sent when sending in the fully completed course application form/s.**

Cheque & Money Orders via post or Cash at the "Centre" Office are accepted

NB: Credit Card facilities are not available at Royal Perth Hospital

Courses tend to fill quickly and therefore it is advisable that intending course participants register their interest early by sending their **course application form and the course fee ASAP** to the address listed on the flyer

I hope that this information has been of some assistance to you.

If you have any queries concerning course registration

please call (08) 9224 2498 for clarification

Your assistance will be greatly appreciated with the above and thank you for your continued interest in continuing education for nurses at Royal Perth Hospital