



Mountain Trails Adventure School
998 Doctors Flat Rd
Wee Jasper NSW 2582
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office@mountaintrails.org.au
www.mountaintrails.org.au

Agency Registration Form

Please use a black pen to fill out this form (especially if faxing it to us).

Camper Information

Camper's Name: _____

Is there anyone restricted from having contact with the camper?

In case of an emergency, who should we contact first?

Parent/Carer Agency

Does the camper have any emotional needs or behavioural problems:

Invoice Information

Please advise us where to send the invoice

Attn: _____

Agency: _____

Address: _____

Agency Information

Agency's Name: _____

Case Worker's Name: _____

Case Worker's Phone

(Wk): _____

(Mob): _____

Email: _____

24hr Emergency Phone Number:

(NB We must be able to contact someone from your agency on this number at all times)

Agency Booking Procedure and Conditions

1. These conditions are in addition to those listed on our Program Registration Form.
2. Phone us to find out if we still have referral vacancies.
3. If there are still referral vacancies, we will be able to hold you a place for 2 days.
4. Fax this Agency Registration Form with our Program Registration Form within the 2 days.
5. We will email you a confirmation that we have received your booking.
6. We will send a confirmation letter to the camper or yourself with details of the camp.
7. We will send you an invoice for the full cost of the camp. (NB Discount plans are not available for agency bookings)
8. If you wish to cancel the booking once it has been confirmed, please contact us as soon as possible. A non refundable booking fee of \$20 is payable once the booking is confirmed.
9. Full payment is required if cancellation is within 14 days of the commencement of the program
10. In the event of an emergency, there must be someone from your agency available to pick up the camper from Mountain Trails.