



*Excellence and innovation in
contemporary bioscience
education.*



TEACHER INFORMATION: BOOKING AND PAYMENT PROCEDURES

Demand for school group programs exceed the number of places available. School requests are often waitlisted for particular programs. GTAC makes every attempt to deal equitably with schools across all education sectors.

Select the program you are interested in from our current listings and contact the GTAC Administrative Assistant by phone or e-mail. You will be asked for contact details. You need to indicate when requesting a booking any modifications to the program you may require.

GTAC will contact you, usually within 24 hours, to inform you of the outcome of your booking request. If your booking request is successful, you will receive a Booking Confirmation that provides program details and applicable charges per student. No deposit is required.

Two weeks before your class is due at GTAC, you will be contacted to reconfirm the number of students attending. The number of students you indicate at this time will be the number of students your school will be invoiced for. If you then further reduce student numbers after you have reconfirmed the number of students attending, your school will, unless there are exceptional circumstances, still be charged for the number of students you quoted at reconfirmation. Please note that any school that cancels a booking within four weeks of the booking date will be charged a cancellation fee based upon the number of students originally booked times twenty five dollars.

Please attach your cheque to the received tax invoice and post to the:GTAC Administrative Assistant, The Gene Technology Access Centre, University High School, 1H Royal Parade, Parkville, Melbourne, Victoria 3052. Cheques payable to "The University High School – GTAC".

GTAC reserves the right to (1) reallocate your place if payment procedures are not followed or if we are unable to reconfirm your booking, (2) modify program content according to demand and availability of resources at anytime and (3) vary fees for a program and to impose administrative charges on overdue accounts or to not accept subsequent booking requests from schools that fail to pay a cancellation

Thank you

GTAC commenced programs for visiting school groups in late 2000 with a restriction digest of Lambda DNA. Over the years our programs have evolved and diversified due to the efforts of many people. Thank you to all members of the GTAC team, past and present, research scientists in our stakeholder institutions for their generosity of spirit and expertise, and our many post-graduate students who act as "scientists mentors" in the delivery of these programs to thousands of Victorian school students every year. Each program, with its own mix of scientific and pedagogic expertise, and truly reflects what can be achieved through the networking of knowledge, collaborative practice and having a shared vision and passion for learning.

Brian Stevenson, GTAC Foundation Director, July 2009.