

Course Registration Form



Complete a separate form for each person/course.

PERSONAL INFORMATION

Title	Surname
Given names	
Preferred name	
Position	
Organisation/Agency	
Office/Division	
Home address	
Postcode	
Work address	
Postcode	
Preferred address for correspondence <input type="checkbox"/> Home <input type="checkbox"/> Work	
Home phone	Work phone
Fax	Mobile
Email	

I would like to receive emails about upcoming IPAA NSW Training and Events ☐ Yes ☐ No

I would like to receive next year's IPAA NSW Services Guide as soft copy ☐ Yes ☐ No

I would like to receive next year's IPAA NSW Services Guide as hard copy ☐ Yes ☐ No

Please inform us of any special needs you have (wheelchair access, dietary requirements, etc.)

MEMBERSHIP

Join IPAA NSW today as a professional or associate member and pay the member registration fee for your training program. Go to the website nsw.ipaa.org.au or return the membership form attached with your registration.

TERMS AND CONDITIONS

Registration and Confirmation

Registrations are accepted via the website, fax, mail or email. Your place will be confirmed upon receipt of your registration. A confirmation and invoice will be sent within 24 hours.

Payment policy

Payment is due 14 days from the date of the Invoice.

Cancellation policy

Cancellation must be in writing. 50% of the fee will be payable when a cancellation is received between 5 and 10 working days prior to the course/event running. 100% of the fee will be payable for cancellations received fewer than five working days prior to the course/event running. Substitute nominees may attend in your place where deemed appropriate. Note that if a registrant does not cancel and does not attend, the total fee is still payable.

* Member rate policy — (courses only)

When an IPAA NSW professional or associate member registers for a course, the member rate applies. Affiliate members are not eligible for the member rate.

* Group booking policy — (courses only)

Where three or more people from one agency book and pay together for the same course (with the same course code) the group booking rate applies.

Register and pay online at nsw.ipaa.org.au or fax your completed registration form to IPAA NSW on 02 8223 8420. Write clearly using BLOCK letters and tick appropriate boxes. For all enquiries email info@nsw.ipaa.org.au or phone 02 8223 8418.

PROGRAM INFORMATION

Course title
Course code
Course date
Fee \$
<input type="checkbox"/> IPAA NSW member#
<input type="checkbox"/> Non-IPAA NSW member
<input type="checkbox"/> Group Booking*
Have you gained your organisation's approval prior to booking? <input type="checkbox"/> Yes <input type="checkbox"/> No

BILLING INFORMATION

Organisation/Agency	
Postal address	
Postcode	
Accounts contact name	
Phone	Email

PAYMENT DETAILS

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX
<input type="checkbox"/> Diners Club	<input type="checkbox"/> Cheque	<input type="checkbox"/> Please send invoice
Card number		
<input type="text"/>		
Expiry	<input type="text"/> month	<input type="text"/> year
Name on card		
Authorised amount		
Signature		

Transfer policy — (courses only)

Transfers to another course must be requested in writing at least 10 working days prior to the course running or the cancellation policy applies. Transfers can only be requested when the course fee has been paid in full. The first transfer request is at no additional cost; subsequent transfer requests will attract a transfer fee of \$55.00.

Program changes

IPAA NSW reserves the right to change programs/speakers, or to cancel programs if enrolment criteria are not met or when conditions beyond its control prevail. All registrants will be notified in the event of cancellation and their registration fee will be refunded.

Privacy policy

IPAA NSW is committed to protecting the privacy of information collected about its members and clients. The Institute collects information as required in order to administer and manage registrations for its courses and events. If registrants do not provide all the relevant information, registrations may not be confirmed. In some cases, names and agencies will appear on a participant list distributed to participants in a course or event.

Individuals who wish to access their personal information or have any queries in relation to the manner in which the Institute handles personal information, can contact IPAA NSW on 02 8223 8418.