

REGISTRATION FORM



Apply and pay online at www.nsw.ipaa.org.au or fax your completed registration form to IPAA NSW on 02 9241 1920. Write clearly using BLOCK letters and tick appropriate boxes. For all enquiries email info@nsw.ipaa.org.au or phone 02 9228 5225.

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 Home 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 and pay the member registration fee for your training program. Go to the website www.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.

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.

PROGRAM INFORMATION

Course title _____
Course code _____
Course date _____
Fee \$ _____
 IPAA NSW member
 Non-IPAA NSW member
 Group Booking

Have you gained your organisation's approval prior to booking? Yes No

BILLING INFORMATION

Organisation/Agency _____
Postal address _____
Postcode _____
Accounts contact name _____
Phone _____ Fax _____

PAYMENT DETAILS

Visa MasterCard AMEX
 Diners Club Cheque Please send invoice

Card number _____
Expiry month year

Name on card _____
Authorised amount _____

Signature _____

