

CORPORATE CLIENT REGISTRATION FORM

Chifley Business School's courses are renowned throughout Australia for their practical focus on developing management capability.

By becoming a registered Corporate Client, you enjoy CORPORATE RATES for all Professional Development Program bookings made through your organisation. Enrolling into our courses is as quick as visiting the following booking page on our website:

www.chifley.edu.au/client.asp

All bookings made by you, the authorised corporate contact, or other authorised contacts will be processed at the corporate rate. This means that all course enrolments are centralised through authorised contacts within your organisation. Payment for each course is standardised according to how you wish to make payment. You will either receive an invoice or a payment can be deducted from a nominated credit card.

Please read our terms and conditions and fax this form to **03 9695 8901** to gain your **Corporate Account Number**.

Please state how you heard about us:

- Newspaper | pls specify publication:
- Magazine | pls specify publication:
- Search Engine | pls specify:
- Direct Marketing | pls specify:
- Conference / Exhibition | pls specify:
- Other | pls specify:

Authorised Corporate Contact Details:

Name:

Organisation:

Position:

Address:

Phone:

Email:

Additional Authorised Contacts (from your organisation):

Name:

Position:

Phone:

Email:

Name:

Position:

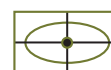
Phone:

Email:

CORPORATE TRAINING & CONSULTING

Our in-house training acknowledges the unique needs of corporations and the diversity of their marketplaces. Chifley's Business Services team can deliver our extensive experience in training and development to all locations across Australia. We consult with you to develop programs that immediately improve capability within your business. Across our range of courses and accredited qualifications, we can provide you with the right facilitator for your training needs, from our extensive network of presenters, industry experts and academics.

Please contact **1300 CHIFLEY | 1300 244 353** for further information.



CHIFLEY BUSINESS SCHOOL
...succeed

1 3 0 0 2 4 4 3 5 3

CORPORATE CLIENT REGISTRATION FORM

REFUND AND CANCELLATION POLICY

Payment

Payment of course fees must be made at least 10 working days prior to the commencement of the course. Payment can be made either by the credit card nominated on this form or authorised purchase orders.

Late registrations (bookings received within 10 working days of the course commencement date) will only be accepted with payment (credit card, online, cheque or purchase order).

An online registration and payment facility exists for payments via VISA and MasterCard.

Withdrawals

When a written notification of withdrawal from a course is received 10 working days or more prior to the course date, a partial refund of the course fee, less a \$100 (inclusive of GST) administration fee will be made to the registered participant/s. Alternatively, a participant may choose to transfer to another course (see Transfers).

Transfers

A participant may not transfer out from a course within 10 working days prior to the course commencement date. If you wish to transfer your registration to another course more than 10 working days prior to the course commencement date, there is no charge provided the replacement course has the same fees as the original course. There is a limit of three (3) transfers per participant per year for a single registration.

Late Withdrawals

When a written notification of withdrawal from a course is received within 10 working days prior to the course date, no refund of the course fee will be made and the participant may not transfer to another course.

As the participant has paid for a place in the course, an alternate participant may be nominated at no extra charge.

Course Cancellations

Chifley Business School reserves the right to cancel any course.

When a course has been cancelled by Chifley Business School, full refunds are offered to all registered participants.

PAYMENT

Please choose a payment option that suits you. Please indicate whether or not you wish to be invoiced for each course, or a credit card payment deducted from your authorised card. **Payment must be received prior to the commencement of the course.**

I wish to pay by Credit card

Diners AMEX VISA MasterCard

Card details:

Card Number

Name of cardholder

Expiry date /

Cardholder's signature

I wish to receive an Invoice, made to:

Name: Organisation:.....

Address:

DECLARATION

"I declare that to the best of my knowledge the information I have supplied in this application is correct and complete. I have read the relevant refund and cancellation policy and privacy statement. I acknowledge that it is my responsibility to ensure that I seek any course advice that I may require. I acknowledge that while I am enrolled in a Chifley Business School course I am subject to the legislation, policies and procedures of that course."

"I acknowledge that full-payment for short courses must be lodged with Chifley Business School before the scheduled date of the course booked, in order for the registrant to attend any courses booked."

"I acknowledge that I am the authorised contact for whom Corporate Client status applies. Corporate rates will only apply to bookings made by myself, or other authorised contacts I have nominated on this form".

Signature

Print Name

Date

PRIVACY STATEMENT

Chifley Business School respects your privacy and strictly controls use of personal information. Personal information you provide on this form will be used solely for the provision of our services to you. You may obtain details of your personal information held by Chifley Business School or the privacy statement of our parent company, APESMA, by contacting the Privacy Officer on 03 9695 8800 or visiting www.apesma.asn.au.

Please complete this form and return to:

CHIFLEY BUSINESS SCHOOL | GPO Box 1272, Melbourne, VICTORIA 3001

Telephone: 1300 CHIFLEY | 1300 244 353 Facsimile: 03 9695 8901

Confirmation of your registration will be forwarded to you in writing within 5 working days. If you do not receive confirmation, please contact us.

