

## Personal Details

Title: ..... First Name: ..... Last Name: .....

Position: ..... Organisation: .....

Email address: .....

Telephone numbers: (Day) ..... (Mobile) .....

PIA Member:  Yes  No Member Number: .....

Preferred mailing address: .....

Suburb:..... State:..... Postcode:..... Are details for:  Work  Home

## Preferred Sessions Details

Unit	Mode (please tick)	Location (face to face only)	Session Date	Cost
Project Management	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Effective Communication	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Economics of Development	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Professional Ethics	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Legislation & Governance	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Urban Design	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			
Climate Change	<input type="checkbox"/> Online <input type="checkbox"/> Face to Face			

[For face to face enrolments only] Any special dietary requirements? .....

## Payment Details

Method of Payment:

Cheque/money order (payable to Chifley Business School)

Please charge the following:  VISA  MasterCard

Card No:

Expiry Date: ...../.....

Cardholder's Name: .....

Cardholder's Signature: .....



## Participant 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 I may require. I acknowledge that while I am enrolled in a Chifley Business School program I am subject to the legislation, policies and procedures of that program.

Print Name: .....

Signature:..... Date: .....

### Please complete and return this enrolment form to:

Chifley Business School, GPO Box 1272, Melbourne, VIC, 3001  
Facsimile: 03 9695 8901 Email: [scourse\\_enrolment@chifley.edu.au](mailto:scourse_enrolment@chifley.edu.au)

Confirmation of your registration will be emailed to you within 5 working days. If you do not receive confirmation, please contact Chifley Business School. For all enrolment enquiries, telephone: 1300 244 353 or email [scourse\\_enrolment@chifley.edu.au](mailto:scourse_enrolment@chifley.edu.au).

## 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 by credit card – either via phone or online, cheque (payable to Chifley Business School Pty Ltd) or by authorised purchase orders. Bookings received within 10 working days of the course commencement date will only be accepted with payment. An online registration and payment facility exists for payments via VISA, and MasterCard.

### Withdrawals

When notification of withdrawal from a unit is received 10 working days or more prior to the course date, a partial refund of the course fees, less a \$100 (inclusive of GST where applicable) 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 unit within 10 days prior to the course commencement date. If a participant wishes to transfer their registration to another unit, more than 10 days prior to the course commencement date, there is no charge. There is a limit of three transfers per participant per year for a single registration.

### Late Withdrawals

When a written notification of withdrawal from a course is received within 10 days prior to the course date, no refund of the course fees will be made and the participant may not transfer to another course. As the participant has paid for a place in the course, an alternative participant may be nominated at no extra charge.

### Course Cancellations

Chifley Business School reserves the right to cancel any unit. When a unit has been cancelled by Chifley business School, full refunds are offered to all registered participants.

## Privacy Statement

The collection and handling of information about participants is a necessary part of establishing and managing participants' achievements. When information can identify a participant then such information is personal information and requirements of the Information Privacy Act 2000 (VIC) apply. Chifley Business School confidentially holds all personal information about participants and will release personal information only with the consent and knowledge of the participant, or when legally required to do so. You may obtain details of your personal information held by Chifley Business School by contacting Chifley Client Care on (61)3 9695 8800.

## Contacts

### Chifley Business School

Enquiries about enrolment, payment, venues, facilitators, assessment or other arrangements for sessions of the Planning Practice Course.  
Chifley Business School, GPO Box 1272, Melbourne VIC 3001  
Tel: 1300 244 353 [within Australia]  
+61 3 9695 8985 [outside Australia]  
Email: [scourse\\_enrolment@chifley.edu.au](mailto:scourse_enrolment@chifley.edu.au)  
Web: [www.chifley.edu.au/PIA](http://www.chifley.edu.au/PIA)

### Planning Institute of Australia

General enquiries about the Planning Practice Course, PIA membership or the Certified Practising Planner scheme.  
Planning Institute of Australia, PO Box 5427, KINGSTON ACT 2604  
Tel: 02 6262 5933 [within Australia]  
+61 2 6262 5933 [outside Australia]  
Email: [cpp@planning.org.au](mailto:cpp@planning.org.au)  
Web: [www.planning.org.au](http://www.planning.org.au)

*The Planning Practice Course is an initiative of the Planning Institute of Australia as part of the Certified Practising Planner scheme.*