

Registration Form 2012

Executive Education Program

LH Martin Institute

Program name: _____

Session date(s): _____

Personal Details

Title _____ Preferred name _____ Surname _____

Position title _____

Organisation _____

Postal address _____

Suburb/City _____ State _____ Postcode _____

Country _____

Email _____ Telephone (bh) _____

Assistant's name _____ Assistant's email _____

Special dietary requirements _____

Other special requirements (e.g. accessibility) _____

How did you hear about this program?

- Brochure was posted to me Colleague HR/Organisational contact LH Martin Institute e-Newsletter
 LH Martin Institute website Other newsletter/other website Recommendation from past participant Supervisor/Manager
 LinkedIn/Facebook/Twitter/other social media Other (please specify): _____

TERMS AND CONDITIONS

Details are correct at time of printing. Costs, dates, venues and presenters are subject to change without prior notice. The LH Martin Institute reserves the right to cancel a program and will endeavour to provide participants with as much notice as possible. Upon cancellation, any fees already paid by the participant will be refunded.

Fees

All prices include: tuition, materials, meals and accommodation (residential programs only). Personal and travel expenses are not included. Fees are due prior to the commencement of the program. Programs are frequently oversubscribed and places can only be guaranteed on receipt of registration form and acceptance of terms and conditions.

Variations in enrolment

The LH Martin Institute incurs substantial administrative costs prior to the commencement of a program; the following policy applies to variations in enrolment (deferrals and withdrawals):

	7 days or less	8 to 14 days	15 to 28 days	29 days or more
Deferral	100% of program fee	50% of program fee	25% of program fee	\$300 AUD administration charge (incl. GST)
Withdrawal	100% of program fee	100% of program fee	50% of program fee	\$300 AUD administration charge (incl. GST)

Alternatively, a substitute may attend a program in place of another person, however the proposed substitute will be subject to the same selection process as the original participant. Substitutions may incur a late processing fee. Please note: all variations to enrolment must be made in writing to the LH Martin Institute via email, fax or letter.

Privacy Notification

Information collected on this form will be dealt with in accordance to the Privacy and Personal Information Act 1988. The LH Martin Institute may provide participants' names and the courses they attended to their institution and/or employer. If participants do not wish for this information to be given to their institution or employer, they should email martin-institute@unimelb.edu.au. To view the complete privacy policy, please visit: <http://www.lhmartininstitute.edu.au/privacy>.

If registering for a program that uses the online learning management system, participants are agreeing to have the LH Martin Institute use the email addresses provided to register them for this online system.

Acceptance of terms and conditions

I understand and agree to the above terms and conditions. Upon acceptance of this application, I/my organisation will become liable for the program fee and will be bound by the terms and conditions.

Signature _____ Date _____

Full name _____ Position _____

Payment authorisation (please indicate method of payment):

Credit Card

Card type: Visa MasterCard

Card number: _____ / _____ / _____ / _____ Expiry Date _____

Cardholder's name _____ Total amount AUD\$ _____

Cardholder's signature _____ Date _____

Cardholder's email address _____

Cheque (Please make payment payable to The University of Melbourne)

Invoice (Please provide name and email address for the invoice to be sent to) _____

Please return completed registration form via:

Email: martin-institute@unimelb.edu.au

Fax: +61 3 9347 8922

Post: LH Martin Institute
Level 1, 715 Swanston Street
The University of Melbourne, Victoria 3010

For more information:

T +61 3 8344 3157

www.lhmartininstitute.edu.au

TAX INVOICE

This registration form will be a tax invoice for GST purposes when fully completed and payment is made. ABN: 84 002 705 224