

# CHIFLEY SHORT COURSE ENROLMENT FORM

Please complete all fields marked with an asterisk. Incomplete applications will not be processed.

## PARTICIPANT DETAILS

\* Mr / Mrs / Miss / Ms / Dr / Other

\* First Name

\* Last Name

\* Position

\* Organisation

\* Industry

\* Tel  Mobile

\* Email

## PREFERRED CORRESPONDENCE ADDRESS

Home  Work

\* Address

\* Suburb

\* State  \* Postcode

## MEMBERSHIP AFFILIATIONS

Please advise if you are a member of these organisations to receive your member rate.

APESMA | please specify member number:

ALIA  AUSIMM  FSU

## HOW DID YOU FIND OUT ABOUT THIS COURSE? \*

Chifley website  Chifley monthly updates

APESMA e-news  Google

My company intranet  Friend or colleague

Event (pls specify)

Other (pls specify)

## PROGRAM SELECTION \*

For a list of program fees, please refer to Chifley's Professional Development 2009–2010 brochure or [www.chifleyshortcourses.edu.au](http://www.chifleyshortcourses.edu.au)  
Please note that course fees are GST exempt.

Promotional Code (if applicable)

Short Course	City	Date	Fee   AU\$
Accounting Comes Alive®			
Advanced Project Management			
Asset Management			
Business Risk			
Change Management			
Contract Management			
Developing Leaders in the Workplace			
Document Writing Skills			
Effective People Skills			
Finance for Non-Financial People			
FOCUS: Time and Priority Management			
Internal Audits			
Leadership: Great Leaders, Great Teams, Great Results			
Managing Consultants and Contractors			
Project Management			
Risk Management			
Strategic Planning and Implementation			
Strategic Thinking			
The 7 Habits of Highly Effective People			
The New Supervisor			

* Do you have special dietary requirements?	No	Yes	If yes, please specify:
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* Do you want to complete an assessment to gain credit towards the Chifley MBA? Please contact Chifley for information on conditions and requirements.	No	Yes
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## 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 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, AMEX 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. <b>Note:</b> Cancellation notices are sent via email.

## PAYMENT \*

Please choose a payment option that suits you. To ensure your place, payment must accompany this form. If payment is not enclosed, Purchase Order details should be completed. Payment must be received prior to the commencement of the course.

<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
<input type="checkbox"/> Purchase Order (please attach copy)	<input type="checkbox"/> Telegraphic Transfer (please phone for details)	<input type="checkbox"/> Cheque (please enclose)	Make cheque payable to <b>Chifley Business School Pty Ltd</b>

## CREDIT CARD PAYMENT

Name on card	<input type="text"/>
Credit card number	<input type="text"/>
Expiry date	<input type="text"/> / <input type="text"/>
Signature	<input type="text"/>

## INVOICE

Please send a copy of the invoice to  Participant  Other (please provide details below)

First Name  Last Name  Email

## 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 program I am subject to the legislation, policies and procedures of that program."

\* Signature

\* Print Name  \* Date

## PRIVACY STATEMENT

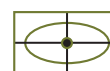
Chifley Business School respects your privacy and strictly controls use of personal information. Personal information you provide on this form will be used solely for the provision of our services to you. You may obtain details of your personal information held by Chifley Business School or the privacy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

### Please complete this form and return to:

Post: Chifley Business School | GPO Box 1272, Melbourne VIC 3001  
Facsimile: 03 9695 8901

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

Chifley Business School Pty Ltd | ABN 40 068 999 093



CHIFLEY BUSINESS SCHOOL