

# AHEIA TRAINING REGISTRATION FORM

Name of person completing this form (please print clearly): \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Confirmation to:  Attendee  Other - Provide email address: \_\_\_\_\_

University Name: \_\_\_\_\_

University Address: \_\_\_\_\_

AHEIA Member:  Yes (if yes, you will be invoiced the AHEIA Member University Rate)  No

Where did you hear about our training event?

Direct advertising (email, mail)  Campus Review  Word of mouth/referral (including management directive)  AHEIA website

## ATTENDEE DETAILS (please print clearly)

1. Attendee Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Total Investment \$: \_\_\_\_\_

2. Attendee Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Program title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Total Investment \$: \_\_\_\_\_

## COMPLETE THIS FORM THEN:

### Fax to AHEIA Training

(03) 9614 3125

### Email

training@iheia.edu.au

### Enquiries

For assistance call (03) 8611 0517

## PAYMENT DETAILS

On receipt of this form you will be forwarded an official tax invoice. Payments can be made via direct deposit or cheque. (Payment instructions will be included with your tax invoice).  
A confirmation of your registration will be emailed on receipt of this form.

## DECLARATION OF PRIVACY

AHEIA acknowledges and respects the protection of your privacy. We support the Privacy Principles contained in the Privacy Act 1988 (Cth), as amended. AHEIA collects and stores your personal information for the purposes of providing membership services, education and training programs and improving our services.

## AHEIA TRAINING TERMS AND CONDITIONS

More than 14 calendar days prior to event start date, a participant may:

- Substitute attendee
- Transfer to an alternative date
- Apply in writing for a refund of 50% of the total registration

14 – 8 calendar days prior to event start date, a participant may:

- Substitute attendee
- Apply in writing for a refund of 25% of the total registration

7 calendar days or less prior to event start date, a participant may:

- Substitute attendee

To ensure the maximum value for AHEIA members, a minimum number of participants are required to run a successful program. AHEIA reserves the right to cancel or postpone a program to an alternative date. In this event registrants will be offered the opportunity to transfer to the next available program, or to receive a full refund.

## AHEIA USE ONLY:

Invoice Number

Confirmation