

ENGINEERING EDUCATION AUSTRALIA SHORT COURSES PROGRAM REGISTRATION FORM 2007

▶ Please photocopy as required, complete and mail or fax the form to EEA for each participant/course. The form is also available at www.eeaust.com.au. Please see conditions below.

Please print clearly in black pen and in block letters

EEA Short Courses details

Course title: _____

City: _____

Course dates: _____

Participant's details

Title (eg., Mr/Mrs/Ms/Dr): _____ Preferred first names: _____

Family name _____

Position: _____

Organisation: _____

Address: _____

Suburb/town: _____ State: _____ Postcode: _____ Country: _____

Please indicate if this is a: Home address or Business address

Tel: _____ Fax: _____

Email: _____

Are you a member of Engineers Australia? Yes _____ No _____

Engineers Australia Member Number (if possible)

▶ Please indicate course fee: \$AUS _____
(Refer to the EEA Short Course brochure or EEA website for course fees. For participants who are not Australian or New Zealand citizens or permanent residents, course fees are 50% higher.)

Payment or payment details (see below) must accompany this form for registration to proceed.

▶ Payment details (Please tick appropriate box for chosen payment option) A tax invoice will be sent approximately 2 weeks prior to the course

Address for invoice if different from the address above: _____

Suburb/town: _____ State: _____ Postcode: _____ Country: _____

I enclose a cheque for \$_____ (cheques payable to EEA Pty Ltd) OR

I enclose a purchase order for \$_____

Purchase order number: _____ (a copy must be attached) OR

Please debit my credit card: Visa Mastercard Bankcard Diners American Express

Card no: _____ Total amount: A\$ _____

Cardholder's name: _____ Expiry date: _____/_____/_____

Cardholder's signature: _____

Cancellation & Transfer Conditions

An acknowledgement letter is generally sent following registration. A confirmation letter is sent closer to the course date. **A confirmation letter must be received before attending a course.**

Following registration, a substitute participant is welcome anytime; **otherwise, the following conditions strictly apply:**

5 or less working days before a course
cancellation – no refund of course fee
transfer to another EEA course – admin fee of \$250 + \$25 GST is payable

6 or more working days before a course
cancellation – refund of course fee less admin fee of \$150 + \$15 GST
transfer to another EEA course – admin fee of \$150 + \$15 GST is payable

Personal extenuating circumstances such as illness or accidents will be sympathetically considered, but admin fee above would still be payable. Cancellations or transfers must be in writing by email, fax or letter. **Only one transfer is allowed per participant per course.**

If EEA cancels a course due to insufficient registrations or other circumstances beyond its control, a full refund would be provided.

Post or fax form to: Engineering Education Australia
Suite 202, 21 Bedford Street
North Melbourne VIC 3051
Fax: (03) 9326 9888



A SUBSIDIARY OF ENGINEERS AUSTRALIA

ENGINEERING
EDUCATION
AUSTRALIA



ENGINEERS
AUSTRALIA

Engineering Education Australia
Tel: (03) 9326 9777
www.eeaust.com.au
ABN 45008 663 349