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/Ms/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: ___________________ ☐________________________________________________________________________
Expiry date: _______/_________

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 $350 + $35 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

Engineering Education Australia
A SUBSIDIARY OF ENGINEERS AUSTRALIA
Tel: (03) 9326 9777
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ABN 45008 663 349

EEA SHORT COURSES – 2007