

ACS REGISTRATION FORM



Aged & Community Services
Association of NSW & ACT
Incorporated

TWO EASY WAYS TO REGISTER

By Mail: Return this form **WITH PAYMENT** to: **AGED & COMMUNITY SERVICES ASSOCIATION OF NSW & ACT**

PO Box 3124 RHODES NSW 2138

By Fax: Please photocopy this form for each participant and fax to ACS on **02 9743 4556**

Note: For questions which are not applicable please enter NA

Please **PRINT** clearly to complete the form

1. IN WHICH COURSE ARE YOU ENROLLING?

Course Name: _____ Course Code: _____

Course Date: ____ / ____ / ____ Course Location: _____ Course Fee \$ _____

EARLY BIRD RATE (if applicable) only applies if the registration form is received three weeks prior to course commencement date.

Please tick your organisation's status: ACS Member ACS Corporate Supporter Non Member
 Industry Advice Scheme Subscriber

Title: _____ First Name: _____
Last Name: _____

Please ensure that your name is in full and accurate as your certificate must be issued with these same details.
For nationally accredited courses you must bring proof of ID to the first session eg passport, licence, birth certificate (and a current utility bill).

Position: _____ Organisation: _____ Facility/Service Outlet _____

Work address: _____ Suburb: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Billing Address: _____ Suburb: _____ State: _____ Postcode: _____
(If different to work address)

Home Address: _____ Suburb: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

NB: THIS REGISTRATION FORM DOES NOT SECURE A PLACE IN THE COURSE UNTIL PAYMENT IS RECEIVED.

2. **PAYMENT METHOD:** Cheque* /Money Order Direct Debit to ACS Account (Westpac Ashfield BSB 032 060 Acc No: 150437)

Credit Card Please charge \$ _____ to Master Card Visa Bankcard

Full Card Number: Expiry Date:

Name on Card: _____ Signature of card holder: _____

* Cheques should be made payable to Aged & Community Services Association of NSW & ACT Inc

3. **SPECIAL REQUIREMENTS** Do you have any special requirements that ACS should be aware of:

Food Allergies/Special dietary requirements please specify: _____

Disability Please specify type and assistance required: _____

Other Please specify: _____

ACCREDITED COURSES ONLY, TO COMPLETE SECTIONS 4, 5 & 6

Language and literacy/numeracy

4. If English is not your main language, do you require any support: Yes No

Prior Qualifications

5. If yes, tick ALL applicable

- Trade Certificate Advanced Technical Certificate Undergraduate Diploma Associate Diploma
 Degree and Postgraduate Diploma Master/PHD Certificate other than above Other _____

6. Person to contact in an emergency: _____ Relationship: _____

Contact details: _____

SIGNATURE OF PERSON REGISTERING

I have read and agree to ACS Terms and Conditions outlined below in relation to this course/event:

Signature: _____

Date: _____

TERMS AND CONDITIONS

REFUND POLICY

COURSE VIABILITY

ACS events and courses are conducted subject to sufficient registrations. Course viability is assessed two weeks prior to the commencement of the course when a decision will be made to confirm or cancel. If a course is cancelled, a full refund will be paid to the participant or organisation that paid for the course.

FAILURE TO ATTEND

ACS determines course viability on the number of registered participants. ACS will not be liable for changes in organisational or individual circumstances which prevent attendance. No refunds or transfers will be considered for failure to attend.

WITHDRAWAL

Notification of withdrawal should be provided in writing, this may be by fax or email. The date of notification of withdrawal will be established from the fax or email-generated date. Phone notification will not be accepted unless followed by a fax or email notification within 24 hours of the phone call.

14 Days or less prior

- Should you withdraw from a course 14 days or less prior to the commencement date of the course, no refund will be payable. If your organisation has not already paid they will still be responsible for the full course cost. Exceptional circumstances will be considered at ACS's discretion.

More than 14 days prior

- If you withdraw from a course 15 days or more prior to the commencement date of the course, and notification is received in writing, a refund will be issued less an administration fee of \$55 per person.

Please note: Postage is not proof of receipt. If you have posted notification of withdrawal it is advisable to follow up with a phone call to ensure that it has been received at ACS.

COURSE TRANSFERS

TRANSFER

Transfer to another ACS course/event is accepted if written notice is provided 15 days or more prior to the commencement date and the course/event is the same.

SUBSTITUTION

If a participant is unable to attend, a substitute is welcome. ACS must be advised prior to the commencement of the course.

ACS COURSE INFORMATION

COURSE FEES

All course fees are advertised in the course marketing material and on the ACS website. Unless stated otherwise, fees cover the training, all course materials, catering and are inclusive of GST.

PAYMENT TERMS

Full payment must be received prior to the commencement date to secure a place in a course.

EARLY BIRD RATE

Applies to registrations accompanied with payment, which must be received by ACS three weeks prior to the commencement of the course or event.

3RD AND SUBSEQUENT RATE

ONLY applies to courses that specify this option in the marketing and promotional material. It applies to facilities that register three or more participants from the same facility for the one course.

MEMBER RATES

Apply to the following:

- ACS members
- ACS Corporate Supporters
- Industry Advice Scheme subscribers

CONFIRMATION OF ENROLMENT

Participants will be sent a confirmation letter via the work address provided on the registration form two weeks prior to the commencement of the course. It will provide details of the venue, times and any other requirements. If you haven't received a confirmation letter seven days prior, please contact ACS.

COURSE LOCATIONS

Course venues may be changed at the time of confirmation due to an increased amount of registrations from a specific area. Alternate venues will be at the discretion of ACS and with consideration for the registrants. All participants will be advised in their confirmation letters.

DISCLAIMER

ACS presenters endeavour to provide current and accurate information at all seminars, courses and events. All information presented is intended to be general and should not be relied upon as professional advice applying to specific circumstances.

VARIATIONS

Some courses and events have special requirements. Any alterations to the terms and conditions and/or course requirements will be published with relevant promotional material.

PLEASE NOTE A COMPLETE COPY OF THE ACS LEARNING CENTRE'S CODE OF PRACTICE IS AVAILABLE ON OUR WEBSITE