



Property Council of Australia, Professional Development

COURSE REGISTRATION FORM & TAX INVOICE

ABN 13 008 474 422

This registration form will be a tax invoice for GST when fully completed and when you make a payment. Please retain a copy for your records.

A: COURSE

Course Name

Course Date

B: REGISTRATION DETAILS

Mr/Mrs/Ms/Miss

First Name:

Last Name:

Company:

Position:

Company Address:

Suburb:

State:

Postcode:

Phone:

Mobile Phone:

Fax:

Email: (compulsory)

DOB: (optional)

Dietary requirements:

Years in Industry:

C: PAYMENT

Please calculate your payment

(please refer to the course flyer or website for schedule of course fees)

Special Promotion

Register 3 or more people from the same organisation for the same course and save 10%*

*All registrations forms must be received at the same time to receive the discount

Member rate (includes GST): \$

Non-member rate (includes GST): \$

Total cost (less applicable discount): \$

CHEQUE (payable to Property Council of Australia Ltd)

Cheque Number:

CREDIT CARD: Mastercard Visa Diners AMEX (please circle one)

Please note that all payments made by credit card are subject to a processing charge of 3%

Card number:

Expiry Date:

Cardholder's Name:

Signature: (compulsory)

EFT PAYMENT to: Property Council of Australia Ltd

BSB 062 000 Account # 0037 6736

Quoting Ref (your company name and course name):

Payment Policy and disclaimer. By signing the application form, a binding contract is made between the attendee and the Property Council of Australia. **1.** Course fees must be PAID IN FULL prior to course commencement. If payment is not received prior your position may be forfeited. **2.** To receive the 'Early Bird' rate registration form and full payment of course fees must be paid 30 days prior to the course commencement date. After this time, all fees will revert to the 'Standard Rate'. **3.** All requests for cancellations of registration to a course, credit or refund of fees must be made in writing to the Property Council of Australia Course Coordinator. **4.** Property Council of Australia does not accept cancellations, provide refunds, or credit transfers to future courses within 14 days of the course commencement date. **5.** Cancellations within 14 days from the course result in 100% of the course fees being forfeited. Any outstanding money will be billed to the attendee, regardless of the reason for withdrawal. **6.** Transfers to another course or course date will only be accepted up to 14 days prior to course commencement, and can only be transferred to courses within the same calendar year. **7.** Property Council of Australia reserves the right to cancel or postpone the course if insufficient enrolments are received. In this case, all registered attendees will be notified in writing and fees will be refunded in full. **8.** The Property Council of Australia reserves the right to amend or alter the course content in consultation with course advisory committees. **9.** The collection of personal details is primarily to register the attendee for the course. Information will be stored in the Property Council of Australia's database and maybe used for future marketing of Property Council of Australia's courses or events. If you do not wish to receive marketing materials, please notify us in writing. **10.** The information presented within the courses, including PowerPoint slides and theory notes are not to be used or reproduced for commercial use by any attendee, and as such is for personal study only.

I have read and understood the conditions to register for this course.

Signature

COMPLETE AND RETURN THIS FORM BY:

Email: edu@propertyoz.com.au

Fax: 02 9285 0527

Mail: Property Council of Australia, Professional Development
Level 1, 11 Barrack Street
SYDNEY NSW 2000

The Voice of Leadership

