OTC Documentation Workshops

REGISTRATION FORM

PERSONAL DETAILS

Name_____ Surname _____

Position_____

Company Name _____

Address _____

City _____ State _____ Postcode _____

Telephone_____ Mobile _____

Email _____

Do you work for an AFMA member ☐ Yes ☐ No

WORKSHOP DATES & LOCATIONS

Preferred date: _____

Preferred location: _____

FEE PER COURSE

Introductory OTC Documentation

☐ Member $950 exc GST

☐ Non-member $1,150 exc GST

Advanced OTC Documentation

☐ Member $1,400 exc GST

☐ Non-member $1,650 exc GST

Introductory and Advanced Guide to OTC Documentation Package

☐ Member $2,150 exc GST

☐ Non-member $2,550 exc GST

This document becomes a Tax Invoice for GST purposes upon completion and payment. Please photocopy and retain for your records.

METHOD OF PAYMENT

Attach cheque made payable to AFMA or provide credit card details below:

☐ Visa ☐ Mastercard ☐ American Express

Please note a surcharge applies of 1.75% for American Express.

Cardholder's Name _____

Total Amount incl GST $ _____

Card Number_____

Expiry Date _____ CVV* _____

Signature _____

* 3 digit number found on the back of your Mastercard or Visa; 4 digit number found on your American Express

All enquiries and applications should be directed to:

Tel: (61 2) 9776 7905
Email: education@afma.com.au
Web: www.afma.com.au

Posted applications should be directed to:

AFMA Education & Training
GPO Box 3655
Sydney NSW 2001

Terms and Conditions

Payment Terms

- For AFMA Members, invoices are issued upon enrolment and are payable within 14 days of being issued.
- Full payment is required at the time of registration from non-member organisations.

Cancellation and Transfers

- To obtain a full refund, delegates must notify AFMA in writing at least 10 working days prior to the program start date that they wish to transfer to an alternate program, or cancel.
- Delegates who transfer or cancel from a program inside 10 working days from the program start date are liable for the full program fee. No refunds will be given in this instance.
- Substitutions can be made, with prior notification to AFMA, at any time up to the program start date with no penalty

Non attendance

- If a delegate fails to attend a program, program fees will not be refunded or allocated to another program.

General

- AFMA reserves the right to cancel, postpone or re-schedule programs due to low enrolments or unforeseen circumstances. Full refunds or transfers will be given in this instance.
- AFMA is not liable for any costs incurred by the attendee if the program is cancelled or postponed.
- AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- The information in this brochure was correct at the time of publication but may be subject to change.

Privacy

All personal information collected by AFMA is protected by the Privacy Act, 1988. Information collected on this enrolment form is for the purposes of processing registrations and creating and maintaining student records. Information will not be disclosed to third parties except where authorised or required by law. Please forward any enquiries you may have in relation to privacy to info@afma.com.au