# Participant Registration Form/Tax invoice

EXECUTIVE EDUCATION CENTRE

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Sections marked with \* are mandatory. Places in this program/workshop may be limited, so early registration is important.

## \*Program/Workshop/Event

Program/Workshop/Event Title:						
Program/Workshop Code:	Date of Program/Workshop:					
Duration : (days)	Total Cost (including GST):					
*Person responsible for this booking						
Contact Name:						
Organisation Name:						
Organisation Address:						
Contact Email:	Telephone:					
*Participant Details						
Title: Surname:						
Given Names:						
Organisation:						
Position Title:	Email:					
Work Telephone:	Mobile:					
*Work Address						
No/Street:						
Suburb:						
State/Country:	Post Code:					
Previous Post-Secondary Education						
Include details of previous university study, TAFE certificates, diplomas or c	ther technical qualifications, or progress towards these:					

Institution

Please let us know if you have any special needs, e.g., dietary?

Course/Qualification

### \*Payment

Please tick your preferred payment option

#### EFT Payment

Made payable to: Murdoch University BSB Number: 016-267 Account: 837380279

#### Please quote as the reference: EEC, 4 digit Program Code, followed by your surname

OR

Credit Card Master Card	Visa		
Card Number			Expiry Date
Cardholder's Name:		Signature:	

This document will be a tax invoice when you make payment.

Murdoch University ABN 61616369313

Full payment for any program/event must be received 14 days prior to the program/event.

#### **Cancellation/Postponement**

In the event a participant cancels their attendance on a program/event less than 10 working days prior to commencement of the program, 50% of the program/event fee will be charged. If a cancellation is made less than 5 working days prior to the commencement of a program/event, 100% of the program fee will be charged. Any refund of program fees is solely at the discretion of EEC.

If the program/event is postponed by EEC to another date, all program/event fees will be refunded if the participant cannot be satisfactorily transferred to that new date. Every effort will be made to advise participants of such postponements well before the scheduled date. Postponements should only occur where the facilitator is indisposed and cannot be replaced or by circumstances outside the control of EEC.

#### Privacy

We will also use these details to keep you informed of activities and services offered by Murdoch University, and will not disclose your information to a third party other than in accordance with our privacy policy.

#### **Further Information**

Please contact the Operations Manager: Telephone: +61 8 9360 1775 Email: executive.education@murdoch.edu.au

#### \*Declaration

This is a non-Award course. It does not attract an official Murdoch University qualification. This course cannot be credited towards any subsequent degree unless otherwise stated in advertising.

Signature:

Date:

Please forward this completed form to Murdoch Executive Education Centre, to confirm your registration.

Email: executive.education@murdoch.edu.au