



HIA Training & Events Calendar Northern NSW



Training Courses - July & August 2009

Date	Training	Location	Member Rate (Inc GST)	Non Member Rate Inc GST	Time	New CPD
3 July	OHS General Induction	Coffs Harbour	\$125.00	\$145.00	8:30am to 3:30pm	5
16&17 July	2 Days - Wet Area Waterproofing	Coffs Harbour	\$495.00	\$550.00	8.30am to 4.30pm	14
21 July	Building Plans, Sketches & Drawings	Coffs Harbour	\$210.00	\$310.00	8.30am to 4.30pm	14
28 July	Resolve Business Disputes	Coffs Harbour	\$210.00	\$310.00	8.30am to 4.30pm	14
30&31 July	2 Days - Greensmart Professional & Accreditation	Coffs Harbour	\$605.00	\$660.00	8.30am to 4.30pm	14
4 & 11 Aug	Site Surveying & Setting Out (2Days)	Coffs Harbour	\$310.00	\$410.00	8.30am to 4.30pm	28
18 August	Marketing	Coffs Harbour	\$198.00	\$231.00	8.30am to 12.30pm	4
18 August	Project Management	Coffs Harbour	\$165.00	\$198.00	1.30pm to 5.30pm	4
24 August	Building Code of Australia	Grafton	\$209.00	\$242.00	9.00am to 4.00pm	7
25 August	Building Code of Australia	Inverell	\$209.00	\$242.00	9.00am to 4.00pm	7

Training courses for Port Macquarie, Taree, Armidale and Tamworth are yet to be confirmed for the September to December period.

Events - July to December 2009

Date	Event	Member Rate (Inc GST)	Non Member Rate Inc GST	Time
1 July 09	MOREE IN-SITE NIGHT	\$ 16.50	\$ 27.50	5.30pm to 8.00pm
22 July 09	COFFS HARBOUR IN-SITE NIGHT	\$ 16.50	\$ 27.50	6.00pm to 8.30pm
31 July 09	COFFS HARBOUR GOLF DAY	\$50/player or \$180/ Team		7.00am to 2.00pm
15 August 09	REGIONAL HOUSING AWARDS	\$ 110.00	\$ 135.00	6.30pm to midnight
26 August 09	GRAFTON IN-SITE NIGHT	\$ 16.50	\$ 27.50	6.00pm to 8.30pm
16 Sept 09	PORT MACQUARIE IN-SITE NIGHT	\$ 16.50	\$ 27.50	6.00pm to 8.30pm
28 Oct 09	TAMWORTH IN-SITE NIGHT	\$ 16.50	\$ 27.50	6.00pm to 8.30pm
4 Nov 09	TAREE IN-SITE NIGHT	\$ 16.50	\$ 27.50	6.00pm to 8.30pm
9 Nov 09	PORT MACQUARIE GOLF DAY	\$50/player or \$180/ Team		7.30am to 2.00pm

This calendar may change due to unforeseen circumstances. Please read the Training Enrolment Conditions on the Registration Form carefully.

Housing Industry Association
Office 22-23, Lot 5 Druitt Court
Coffs Harbour NSW 2450

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Email: t.bull@hia.com.au



REGISTRATION FORM

Address:
PO BOX 488 Coffs Harbour NSW 2450
Phone: 6651 2422 **Fax:** 6652 6077
Email: coffs_training@hia.com.au
Web: www.hia.com.au



PERSONAL DETAILS

Surname First Name

Company

Address Postcode

Home Phone Work Phone Fax.....

Mobile Email

I am a non member I am a Member (member number)

If your under 18 please tick Parent Guardian Signature.....

Course/Event Details

Course Name Date.....Area..... Fee ..\$.....

Course Name Date.....Area..... Fee ..\$.....

Total \$.....

Payment Options

Method of Payment Cheque Cash Invoice Me

Visa

MasterCard

American Express

Bankcard

Diners

Credit Card # _____ Exp. date _____

Total: _____

Name on Card _____

Signature.....

HIA Training Services - Terms and Conditions of Registration for Training Courses

Payment to accompany course registration form

1. To ensure that your enrolment is confirmed, your payment must accompany the course registration form.

Cancellation or transfer of course registration

2. HIA requires five (5) working days notice of cancellation or transfer of a course registration *in writing* - otherwise full course fees must be paid.

Where five (5) working days notice of cancellation or transfer has been received - in writing A request for either (a) a full refund of course fees; or (b) a transfer to another course; can be made. Approved refunds will generally be processed within thirty (30) days. Note - course materials issued prior to a course commencement date must be returned in an unmarked condition for a refund to be initiated.

Insufficient notice of cancellation or transfer

Course registrations cancelled less than five (5) working days prior to the commencement of the course will not receive a refund but may be transferred to another course. A \$20.00 administration fee will be charged should a request be made to transfer to another course.

Failure to attend a course or cancellation during a course without prior notification

3. (a) Prior to course commencement

Failure to attend a course without prior notification will result in no refund of course fees unless evidence of extenuating circumstances is able to be provided.

(b) Cancellation of enrolment throughout the duration of a course

Cancellation of enrolment throughout the duration of a course may result in a pro-rata refund of the total course cost should there be extenuating circumstances.

Extenuating circumstances may include:

- health reasons (where a person is not able to attend or continue to attend) – in this case a medical certificate is required to enable a refund of course fees
- matters pertaining to immediate family/loss of job – in this case a request must be formally submitted with appropriate evidence (written application) by the course participant or place of employment.

Requests submitted will be reviewed by HIA management. Notification of the outcome of the request will be made within two (2) working weeks.

Substitution of course participant

4. Substitution of a course participant can be made at any time prior to the start of the course should the nominated person be unable to attend. Notification of this change should be directed to HIA Training Services as soon as possible to ensure the replacement is registered.

Course postponements/change of dates

5. HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a postponement will receive a full refund or be offered the opportunity to transfer to the next available course.

Guarantee of course completion

6. HIA guarantees that upon commencement of a course that the student will be able to complete the course or assessment service that they registered for. In the event that this is not possible, the student will receive a refund for the proportion of services not delivered by HIA.

Student Information Kit

7. *The Student Information Kit* provides detailed information on HIA's Code of Practice and Code of Ethics, student rights and responsibilities, HIA's complaints and appeals policy, procedure and associated forms. ****Please read this document prior to registering in a course****