

AICD DIRECTOR AND BOARD DEVELOPMENT COMPANY DIRECTORS COURSE APPLICATION FORM

To assist you in completing this form

1. All sections must be completed. We are unable to process incomplete forms. Incomplete forms will be returned to the applicant for completion in full.
2. Please print, using blue or black ink.
3. Please return the completed form to your state office together with payment or apply online at www.companydirectors.com.au

Personal details

Mr/Mrs/Ms/Miss/Other (please specify):

Family name:

Given name/s:

Preferred name:

Organisation name:

Title in organisation:

Organisation Address:

Suburb/town:

State:

Postcode:

Email

Are you an AICD member? Yes No¹

¹Non-members wishing to join the AICD and be eligible for the member rate should complete the membership application form online or forms can be downloaded from the AICD website, www.companydirectors.com.au

Member number (if known):

Preferred delivery address for course materials

Address:

Suburb/town:

State:

Postcode:

Country:

Phone:

Fax:

Mobile:

Course details

Course start date:

To select your course format visit www.companydirectors.com.au or call your Division office (see overleaf).

Location:

How did you hear about this course?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Brochure |
| <input type="checkbox"/> Email | <input type="checkbox"/> Event/course |
| <input type="checkbox"/> Friend/Work Colleague | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Telephone | |
| <input type="checkbox"/> Other | |

Amount payable

	Member	Non-member ¹
National residential ² :	\$8,200.00	\$9,840.00
Five full consecutive days ³ :	\$5,400.00	\$6,480.00
One session each week for 10 weeks ³ :	\$3,785.00	\$4,540.00
One full day each week for five weeks ³ :	\$5,400.00	\$6,480.00
Weekends ³ :	\$3,785.00	\$4,540.00
Five full days over 3 weeks ³ :	\$5,400.00	\$6,480.00
Correspondence ³ :	\$3,785.00	\$4,540.00

Prices subject to change without notice.

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Please note places will only be reserved on receipt of payment.

²This course fee is mixed supply (education component is GST exempt)

³This course fee is GST exempt.

I have read the Conditions – Cancellations and Transfers (overleaf)

Signature:

Date:

Payment method (courses are GST exempt)

Please find enclosed my cheque for

\$

or, please debit my credit card account

\$

Amex Diners Mastercard Visa

Card number:

Name on card:

Expiry date:

Signature:

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

Please keep a copy. Australian Institute of Company Directors

ABN 11 008 484 197

Office use only

Member number:

State Division/Executive:

Entered by:

Date entered:

CDC.ACT.NSW.QLD.SA.VIC.WA.TAS.2009



www.companydirectors.com.au

COMPANY DIRECTORS COURSE APPLICATION FORM

Conditions – Cancellations and Transfers

All cancellations and transfers must be advised in writing. Charges for cancellations and transfers will be applied, as stated below, to cover our fixed cost commitments and administration costs. In the event of a cancellation or transfer, all course notes must be returned prior to any refunds being provided.

National residential

More than 56 days prior to the course start date:

- Cancellation and transfers permitted with no charge.

56-22 days prior to the course start date:

- Cancellations - A cancellation charge of \$3,625 applies.
- Transfers - \$2,100 per request (substitutes accepted up to one week prior to the program at no additional fee).

21 days or less prior to the course start date:

- Cancellations - no refund
- Transfers - not permitted

Five full consecutive days / One session each week for 10 weeks / One full day each week for five weeks / Weekends / Five full days over 3 weeks programs

More than 28 days prior to the course start date:

- Cancellation and transfers permitted with no charge.

28-15 days prior to the course start date:

- Cancellations - \$2,415 applies for the five full day program and \$1,450 applies for all other programs.
- Transfers - \$1,450 applies for the five full day program and \$920 per request for the other programs (substitutes accepted up to one week prior to the program at no additional fee).

14 days or less prior to the course start date:

- Cancellations - no refund
- Transfers - not permitted

Correspondence program

After full payment

- Cancellations - A cancellation charge of 100% of the total course fee applies.
- Transfers - Participants may transfer to an alternate study mode subject to availability. The difference between the cost of the correspondence program and the alternate program selected must be paid, together with any associated venue, catering or course material costs.

Force majeure

In the event that AICD is prevented or hindered from conducting the course by act of God, act of government, act of terrorism, the number of course registrants being or becoming insufficient to conduct the course economically or any circumstances of the same or different kind beyond its reasonable control, AICD is not obliged to proceed with the Course and may in its discretion decide not to proceed. If it decides not to proceed it will:

- give as much notice as possible in the circumstances;
- refund the amount of the course fee paid;
- not apply any cancellation charges; and
- not be under any liability for any loss or increased cost of air or other travel costs or any other losses or claims arising from a course not proceeding. (AICD suggests that participants consider making air travel bookings with at least some flexibility.)

Disclaimer

The details on this form were accurate at the time of printing. The Australian Institute of Company Directors reserves the right to make changes where necessary.

Privacy statement

We collect your personal information in connection with our role as a professional organisation for company directors providing education, information and advocacy (which includes providing information and products and services to you). We may disclose your personal information to event participants and service providers that perform services on our behalf (such as mailing houses). If you do not provide your personal information, we may not be able to do these things. In most cases, you are able to gain access to your personal information which we hold on request.

In addition from time to time, we may share personal information with corporate partners, joint venture partners or other third parties (and disclose it to our service providers) to promote through direct mail or e-mail a service or product that we consider to be of personal and/or professional benefit to you. By submitting this form, you consent to us using and disclosing your personal information for this purpose.

A copy of our Privacy Policy can be found on our website at www.companydirectors.com.au

AICD Addresses

AUSTRALIAN CAPITAL TERRITORY
GPO Box 1371, Canberra ACT 2601
T: 02 6248 5954 F: 02 6248 8409
act@companydirectors.com.au

NEW SOUTH WALES
PO Box R1880,
Royal Exchange NSW 1225
T: 02 9276 0000 F: 02 9252 5800
nsw@companydirectors.com.au

QUEENSLAND
GPO Box 73, Brisbane QLD 4001
T: 07 3222 5500 F: 07 3012 8328
qld@companydirectors.com.au

SOUTH AUSTRALIA/NORTHERN TERRITORY
GPO Box 482, Adelaide SA 5001
T: 08 8236 2800 F: 08 8236 2833
sa-nt@companydirectors.com.au

TASMANIA
PO Box 1090, Sandy Bay TAS 7006
T: 03 6224 0559 F: 03 6223 1468
tas@companydirectors.com.au

VICTORIA
GPO Box 380, Collins Street West
Melbourne VIC 8007
T: 03 9211 9255 F: 03 9211 9266
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WESTERN AUSTRALIA
PO Box 7050, Cloisters Square
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