

UNE Partnerships complies with relevant Australian legislation regarding the collection and use of personal information, and abides by the Privacy Statement of the University of New England as outlined under Policies at www.une.edu.au

Personal Details

All correspondence should be sent to my home address employment address

Mr/Mrs/Ms/Miss/Dr _____

Home address _____

Town/City _____ State _____ Postcode _____

Telephone _____ Fax _____

Email _____

Date and place of birth _____ Male Female

Employment Details

Position _____

Organisation _____

Postal Address _____

Town/City _____ State _____ Postcode _____

Telephone _____ Fax _____

Email _____

Where did you hear about the course? _____

Workshop prices

Please enrol me in:

- Location Melbourne Sunshine Coast Other: _____
- full payment \$2550 (\$2150 Australian Association of Practice Managers Ltd (AAPM) member discount)
- payment plan - 2 instalments \$1325 (\$1125 AAPM members)

I am currently a member of AAPM. Membership number: _____

I am concurrently applying for AAPM membership (Advise UNE Partnerships of membership number within three months).

Please include a copy of proof of membership or application form if concurrently applying for AAPM membership.



Course materials

All materials issued by UNE Partnerships are subject to copyright and are for the use of the student only. Please note that cost of replacement course material is \$250.

Fees

Payment must be received before course materials are despatched.

Payment Plan

The Payment Plan consists of a deposit of 50% on enrolment. The balance is payable by credit card only and will be directly debited eight weeks after enrolment. There is an additional \$100 fee for this service.

Special extension of time

The candidature expiry date for individual students is calculated from the date of enrolment. If, due to illness or other extenuating circumstances, a student has difficulty meeting the course requirements within the standard study period he or she may apply for a special extension of time. Fees will apply if approved.

Employer invoice

Evidence of employer authorisation must be provided in writing with this enrolment form, eg Purchase Order.

Authority to report to employer/sponsor

If this enrolment has been subsidised by your employer or other sponsor, or has been organised and supported through your employer, you hereby give authority for UNE Partnerships to provide information relating to your enrolment and study progress to your employer and/or sponsoring organisation.

Notification

Please advise UNE Partnerships if you have a disability, impairment or special need that could impact on your learning.

UNE Alumni

Successful completion of this course will give you eligibility to join UNE's Alumni program. Further details will be advised on completion.

Change of details

If you change any of the details listed in your enrolment form, please notify UNE Partnerships immediately. Failure to do so may see delays in returning assignments, or other material to you.

Withdrawal and Refund policy

Students may withdraw from enrolment at any time during their period of candidature. Request for a refund must be made in writing to the Director of Program Management by letter, fax or email. The notification must include: full name, student number, course name and documentary evidence where withdrawal is based on exceptional circumstances. It is the student's responsibility to keep a copy of the letter/fax/email and a record of when it was sent to UNE Partnerships.

Refunds for withdrawal will only be considered in the following circumstances and will incur an administrative fee.

Distance education programs

Notification of withdrawal must be received at UNE Partnerships within 21 days of the enrolment date and will incur a fee equal to 30% of the full course fee. Requests received after the 21-day cooling-off period will only be considered under exceptional circumstances.

Blended delivery programs

Notification of withdrawal from blended delivery programs (workshops or tutorials) must be received at UNE Partnerships no less than 7 days prior to course commencement and will incur a fee equal to 50% of the full course enrolment fee. Withdrawal less than 7 working days prior to course commencement will incur the full course fee.

If UNE Partnerships cancels a course, a full refund will be granted.

Statement of Attainment

As the Strategic Planning and Leadership Program forms part of the UNE Partnerships' *Advanced Diploma of Management* a Statement of Attainment will be issued for all competencies successfully completed.

Declaration

I have read and agree to abide by the Terms and Conditions set out above. I meet the prerequisites stated in the brochure. I declare that the information given is true and accurate.

Applicant's signature: _____

Date: _____

Payment details

NB: \$200 overseas surcharge

Please invoice my employer. I have attached a purchase order.

I enclose a cheque payable to UNE Partnerships Pty Ltd for \$ _____

Please debit my Visa Mastercard

Card Number:

Amount \$: _____ Expiry Date: _____

Name on card: _____ Signature: _____

NB: All cheques and credit card payments will be subject to clearance/approval.