Course Registration

Australian Library and Information Association
ABN 40 090 953 236
web www.alia.org.au/training
members line 1800 020 071
email training@alia.org.au

1 Choose your course

one form per course

Course Title _____

Commencement date & time (if applicable) _____ Code (if applicable) _____

Provider _____ PD Points _____

Is this a members only course? Yes No

all registrations must be accompanied by full payment

2 Register your details

Membership details (leave blank if non-member)

Organisation: ALIA ☐ Other (please specify) _____ Member No _____

Attendee details

Title _____ Given name _____ Last name _____

Organisation _____ Job title _____

Address _____

Town/suburb _____ State _____ Postcode _____ Country _____

Email1 _____ Email2 _____

Phone _____

Additional Information - face-to-face training only

Preferred name on badge _____ Special needs/dietary requirements _____

3 Make your payment

all fees include GST

Payment amount $ _____

I wish to pay by: Cheque (payable to ALIA) ☐ Money Order ☐ MasterCard ☐ VISA ☐

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry date ☐☐☐☐

CSC no. ☐☐☐

Cardholder name _____

Cardholder signature _____

Please send your registration and payment details to:
ALIA Training PO Box 6335 KINGSTON ACT 2604
fax 02 6282 2249 **email** training@alia.org.au

If your organisation requires a tax invoice for payment please complete this additional information.

4 Agree to terms & conditions

1. Confirmation. Bookings will be confirmed by email when payment and completed registration form is processed.
2. Cancellation policy. ALIA reserves the right to cancel this course due to insufficient numbers and refund full payment.
3. Cancellation fees. Please note that if you cancel your course registration after your payment has been processed, a cancellation fee of 70% will apply. Registrations can be transferred to other people with no charge. Course participants who withdraw from the course after course commencement will incur the full cost of the course and will not be entitled to any refund nor can they transfer their registration.
4. Privacy policy. ALIA will handle any personal information collected from you on this form in accordance with its information handling policy.
5. Need more information? http://www.alia.org.au/training
Contact ALIA Training Coordinator 02 6215 8237 or training@alia.org.au

TAX INVOICE / RECEIPT

Where an individual registration is for less than $1000 (incl GST) this document becomes a tax invoice for GST purposes upon completion of payment.

Signature To agree & for tax Invoice

_____

Date _____