

Application form

Executive Education Program

LH Martin Institute

For Higher Education Leadership and Management

Program name: _____

Session date(s): _____

Personal details:

Title _____ Preferred name _____ Surname _____

Position title _____

Organisation _____

Postal address _____

Suburb _____ State _____ Postcode _____

Email _____ Telephone (bh) _____

Assistant's name _____ Assistant's email _____

Special dietary requirements _____

TERMS AND CONDITIONS

Details are correct at the time of printing. Costs, dates, venues and presenters are subject to change without prior notice. The LH Martin Institute reserves the right to cancel a program and will endeavour to provide participants with as much notice as possible. Upon cancellation, any fees already paid by the participant will be refunded.

Fees

All prices include: tuition, materials, meals and accommodation (for residential programs). Personal and travel expenses are not included. Fees are due prior to the commencement of the program. Programs are frequently oversubscribed and places can only be guaranteed on receipt of an enrolment form and acceptance of terms and conditions.

Variations in enrolment

The LH Martin Institute incurs substantial administrative costs prior to the commencement of a program; the following policy applies to variations in enrolment (deferrals and withdrawals):

	14 days or less	15 to 28 days	29 days or more
Deferral	25% of program fee	A\$300 administration charge (incl. GST)	A\$300 administration charge (incl. GST)
Withdrawal	100% of program fee	50% of program fee	A\$300 administration charge (incl. GST)

Alternatively, a substitute may attend a program in place of another person, however the proposed substitute will be subject to the same selection process as the original participant. Substitutions may incur a late processing fee. Please note: all variations to enrolment must be made in writing to the LH Martin Institute via email, fax or letter.

Privacy Notification

Information collected on this form will be dealt with in accordance to the Privacy and Personal Information Act 1988. The Martin Institute may provide your institution and/or employer with your name and the course you attended. If you do not wish for this information to be given to your institution or employer, email martin-institute@unimelb.edu.au. To view the complete privacy policy please visit: <http://www.mihelm.unimelb.edu.au/about/Privacy.html>

Acceptance of terms and conditions (to be signed by the person authorising payment)

I understand and agree to the above terms and conditions. Upon acceptance of this application, I/my organisation will become liable for the program fee and will be bound by the terms and conditions.

Signature _____ Date _____

Full name _____ Position _____

Payment authorisation (please indicate method of payment):

Credit Card

Card type: Visa MasterCard

Card number: _____/_____/_____/_____ Expiry date _____

Cardholder's name _____ Total amount AUD\$ _____

Cardholder's signature _____ Date _____

Cardholder's email address _____

Cheque enclosed (Please make payment payable to The University of Melbourne)

Please forward an invoice to (name and email address) _____

Please return completed registration form via:

Email: martin-institute@unimelb.edu.au

Fax: +61 3 9347 8922

Post: LH Martin Institute
Level 1, 715 Swanston Street
The University of Melbourne, Victoria 3010

For more information:

T +61 3 8344 3157

www.lhmartininstitute.edu.au

TAX INVOICE

This registration form will be a tax invoice for GST purposes when fully completed and payment is made. ABN: 84 002 705 224