

Please complete this form and return, together with payment details, by **email** training@amma.org.au **fax** 08 9221 5422 or **mail** Level 7, 12 St George's Tce, Perth WA 6000. If you have any queries **phone** 1800 891 662.

Participant Details

Name _____ Email _____
 Phone (work) _____ Phone (mob) _____
 Company _____ Position _____
 Male Female
 Date of Birth _____
 Emergency Contact _____ Relationship _____
 Phone _____
 Do you have a disability that could restrict participation in a classroom environment?
 Yes No
 If yes, please give details _____

Company Details

Company Billing Contact _____
 Position _____
 Postal Address _____
 Postcode _____
 Phone (work) _____ Phone (mob) _____
 Email _____

Course Details

Course Title _____
 Course Location _____
 Course Start Date _____
 Company Order Number (if applicable) _____

Fees

WORKSHOP #	WORKSHOP NAME	Member (incl GST)	Non-Member (incl GST)
Workshop 1	Moving from the old to the new	\$330	\$660
Workshop 2	Closing the Deal	\$550	\$1100
Workshop 3	Flexing Union Muscles	\$330	\$660
Workshop 4	Fundamentals of the Australian Employment Relationship	\$550	\$1100
Workshop 5	Managing Employee Relations	\$1100	\$2200

AMMA Fair Work Act Training ENROLMENT FORM continued

AMMA Education, Training and Employment Fee Policy

Fees are levied on all of AMMA's training programs. These fees are inclusive of course notes, handouts, education and catering. Fees are payable at the time of enrolment to the workshop/course. Please see payment options below. On receipt of the enrolment form and payment of fees, a Tax Invoice marked "PAID" will be issued and forwarded to the Company for record purposes.

Cancellation, Transfer and Refund Policy

Cancellations/Transfers

Cancellations or Transfers that occur less than 72 hours prior to the commencement of the workshop/course will not be accepted. The participant must pay the full cost of the course. Fees will not be refunded or allocated to another program. Substitute delegates are welcome to attend at no additional cost.

Cancellations or Transfers that occur more than 72 hours prior to the commencement of the workshop/course, will be charged a cancellation fee of 50% of course cost. Substitute delegates are welcome to attend at no additional cost.

Non-Attendance

If a participant fails to attend a workshop/course, the fees associated with the workshop/course will not be refunded or allocated to another program. The participant must still pay for the full cost of the course.

Changes to Courses

The Australian Mines and Metals Association Inc. (AMMA) reserves the right to cancel, postpone or re-schedule courses due to low enrolment or unforeseen circumstances. Where a refund is due to a client, a full refund will be sent within thirty days. AMMA reserves the right to change fees, dates, speakers or methods of presentation at its discretion. AMMA will ensure that a full refund of enrolment fees will be offered if a workshop/course is cancelled by AMMA.

Acknowledgement

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

Signature _____

Date _____

Payment Options

Payment can be made by Direct Deposit, Cheque or Credit Card

Direct Deposit

Account name: Australian Mines and Metals Assoc. Inc.

BSB: 013-006

Account Number: 0013-48260

Please ensure you include the Company name or Participant's name on the remittance and also mail or fax the enrolment form.

Cheque

Please make cheques payable to **Australian Mines and Metals Assoc.** and post, with enrolment form, to:

Level 7, 12 St George's Tce, PERTH WA 6000

Visa **Mastercard** **Diners Club** **American Express**

Card number _____ / _____ / _____ Expiry Date ____ / ____

Amount \$ _____ Cardholder's Name _____

Signature of Cardholder _____ Date _____