



Institute of Access Training Australia

professional  development  training

in conjunction with

Access Audits Australia

Good Access is Good Business

92 Old Eltham Road Lower Plenty 3093

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accessinstitute@bigpond.com

Course Enrolment Form

Name of Course: _____

Personal details

Name: _____

Home address: _____

Home phone: _____ Mobile: _____

Home email: _____ Fax: _____

Work details

Organisation Name: _____

Address: _____

Work phone: _____ Mobile: _____

Work email: _____ Fax: _____

Payment

Address for Invoice:

Special Requirements

Please let us know if you have any special requirements: _____

Please complete all sections and forward this form to IATA at:

- Email accessinstitute@bigpond.com or
- Send to 92 Old Eltham Road Lower Plenty 3093 or
- Fax: 03 9431 3046 or
- Telephone: 03 9431 3472 to talk to a Course Advisor.

Terms and Conditions of Course Enrolment

IATA endeavours to present courses at locations that are suitable to the majority of participants. Venues are hired and paid for in advance by IATA based on the enrolments received. Therefore the following conditions apply to individual course enrolments:

- Full payment is required 2 weeks prior to course commencement
- Cancellations within 3 weeks of course commencement date will incur 50% of course fee
- Cancellations within 2 weeks of course commencement date will incur 100% of course fee

Copyright

All course handouts and training materials whether in print form or electronic, provided by IATA for training purposes by participants, are protected by copyright. They may not be reproduced, wholly or partly, in any form without prior written permission from IATA.

Disclaimer

IATA will not be liable for any breach of contract, negligence or loss (consequential or otherwise) arising as a result of any person acting or failing to act in reliance upon the training materials or training provided. Consequential loss shall be deemed to include (though shall not be limited to) any loss of profits / business or anticipated profits / business, damage to reputation or goodwill, damages, costs, any sum payable to a third party or any other indirect losses.

Written confirmation of a booking (letter or email) confirms acceptance of these terms and conditions by any organisation booking a training session with IATA.

Organisational Course Bookings

Organisations booking training sessions from IATA are subject to the following booking terms and conditions: IATA requires the following:

1. Written confirmation of booking via letter or email
2. Provision of a venue that is wheelchair accessible and incorporates a wheelchair accessible toilet for use in presentation of the session
3. Provision of an accessible parking bay as close as possible to the principal entrance of the building or facility
4. Provision of a screen suitable for presentation of a PowerPoint presentation (white board is not suitable)
5. Reimbursement of any air fares, accommodation, travel fees or other expenses incurred by IATA, as a result of cancellation of a confirmed training session by an organisation
6. Payment of a cancellation fee equal to 50% of the full session fee, for any session cancelled by an organisation within one week of the scheduled date of the confirmed session
7. Payment of a cancellation fee equal to 25% of the full session fee for any session cancelled by an organisation within two weeks of the scheduled date of the confirmed session
8. Reimbursement of any air fares, taxis, car hire and/or accommodation necessary for IATA to present a training session
9. Maximum of 20 participants per training session
10. An additional fee of \$100 plus GST per person, over and above the agreed session fee, for any additional persons over 20 per session
11. Payment for all training sessions within 30 days of delivery of the session

IATA

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