

AASW Continuing Professional Development (CPD) Activity Registration Terms and Conditions

By lodging this registration form I agree to the terms and conditions below:

- a) Registration confirmation: All registration confirmations are made by email on receipt of registration form and payment. If a CPD activity ("Activity") such as a course or workshop is full, AASW will contact you by phone and will *not* proceed with your payment.
- b) Payment: Registration will not be accepted / confirmed without payment and vacancy confirmation by the AASW Branch office. Payment may be made by cheque, credit card, B-pay or electronic funds transfer. Select your payment option on the registration form/tax invoice with completed payment details and submit form by the closing date to secure registration for the Activity.
- c) A full refund is available to cancellations received in writing at least 10 business days (two weeks) prior to Activity commencement. Cancellations received within 10 – 3 business days will receive a refund, minus a 20% administration fee. The course fee is non-refundable within 3 business days prior to Activity commencement.
- d) Full or partial non-attendance of registered participants will incur the full registration fee and are not eligible for a refund.
- e) AASW reserves the right to cancel courses due to insufficient registrations, or conditions beyond its control. Under these circumstances, a full refund will be provided to all registrants. Whilst AASW will use its reasonable endeavours to provide sufficient notice of any cancellations, to the extent permitted by law AASW will not be responsible for any travel or accommodation costs incurred.
- f) Substitutions: Registrants who are no longer able to attend may elect to send a substitute attendee in their place. In these instances, AASW must be advised in writing no less than one business day prior to the commencement of the Activity.
- g) Intellectual Property: AASW, or a third party provider as the case may be, retains all ownership and intellectual property in the materials provided for the Activity ("Materials"). Registrants may not copy, reproduce, sell, photograph or publish the Materials other than as is required for the purpose of the course. In any event, registrants must not remove or modify any notices of attribution or copyright.
- h) Liability: Except to the extent of liability imposed under the Australian Consumer Law Schedule to the *Competition and Consumer Act 2010*, AASW will not be liable to the registrant in any way arising under or in connection with the provision of services.
- i) Privacy: AASW is bound by the *Privacy Act 1988* as amended from time to time ("Privacy Laws") and takes steps to ensure that all personal information obtained in the provision of its services will be appropriately collected, stored, used, disclosed and transferred in accordance with the Privacy Laws. Such information may be accessed by request to AASW in accordance with the Privacy Laws.