



Provider No. 2280

EASY MOVES FOR ACTIVE AGEING® - EMAA Leaders Update

Update open to all leaders who have previously completed the EMAA Course.

Presenter: Elizabeth Robinson, EMAA Trainer, Physiotherapist

- ◆ **Date: 26th November 2010**
- ◆ **Times: Registration - 8.45am Program: 9.00am - 4.30pm**
- ◆ **Venue: Aged & Community Services
Level 3, 9 Blaxland Rd, NSW**
- ◆ **Cost: \$315.00 – Inclusive of new EMAA Manual, course materials, 2 years Individual Membership with Active Ageing Australia® (2010 - 2012), Certificate of Currency, and morning tea and lunch**

Registrations and full payment will not be accepted less than 14 days prior to the first day of the training course to allow course materials to be distributed.

If you do not receive confirmation materials including EMAA Manual and confirmation letter at least 10 days prior to the training course we have not received your registration form and you are not booked in for the course. Please contact us immediately.



Provider No. 2280

COURSE CODE: EUCSYD1110 Registration Form/ TAX INVOICE ABN: 61 344 159 843

Please complete one form for each person registering (pages 2 & 3 must be returned together)

Please print details clearly

Name: Dr/Mr/Mrs/Miss/Ms _____

Home Address: _____ Postcode: _____

Organisation: _____

Position: _____

Address: _____ Postcode: _____

Invoicing & receipt address (if different from above): _____

_____ Postcode: _____

Telephone - Home: _____ Business: _____

Mobile: _____ Fax: _____

Email: _____

Special dietary requirements? _____

Payment Method: (please tick one)

Cheque (made payable to Active Ageing SA Inc.)

Electronic Funds Transfer (EFT):

Name: Active Ageing SA

Bank: Bank SA

BSB: 105 157

Account Number: 586039140

Reference: EUCSYD1110

Credit Card

Visa Bankcard Mastercard

Credit Card Number: _____

Expiry Date: ____/____

Cardholder Name (PRINT): _____

Signature: _____

EMAA Update Total Cost: \$315.00 (inclusive of \$10.09GST total on the EMMA Manual \$40.91 and Membership \$60.00)

Active Ageing Australia® is bound by the Privacy Act (2000) and information collected is used only as it relates to the requirements of the Standards for Registered Training Organisations, under the Australian Quality Training Framework, (AQTF). This enrolment form is a requirement for accredited training with Sport S.A, (Provider 2280) and provided to the Department for Further Education, Employment, Science and Technology as required for statistical collection and quality assurance. This information will be kept in security and archived. I understand that all data provided is confidential and will be stored in a secure place for thirty-one years.

SIGNATURE OF PERSON REGISTERING

I have read and agree to Active Ageing Australia's (AAA) Terms and Conditions outlined below in relation to this course:

Signature: _____ Date: _____

TERMS AND CONDITIONS

REFUND POLICY

COURSE VIABILITY

AAA's courses are conducted subject to sufficient registrations. Course viability is assessed two weeks prior to the commencement of the course when a decision will be made to confirm or cancel. If a course is cancelled all registered participants will be notified and a full refund will be paid to the participant or organisation that paid for the course, or transfer to another course within a 6 month period, without fee.

FAILURE TO ATTEND

AAA determines course viability on the number of registered participants. AAA will not be liable for changes in organisational or individual circumstances which prevent attendance. No refunds or transfers will be considered for failure to attend.

SUBSTITUTION

If a participant is unable to attend, a substitute is welcome. AAA must be advised prior to the commencement of the course.

WITHDRAWAL

Notification of withdrawal should be provided in writing, this may be by fax or email. The date of notification of withdrawal will be established from the fax or email-generated date. Phone notification will not be accepted unless followed by a fax or email notification within 24 hours of the phone call.

14 Days or less prior

Should you withdraw from a course 14 days or less prior to the commencement date of the course, no refund will be payable. If your organisation has not already paid they will still be responsible for the full course cost. Exceptional circumstances will be considered at AAA's discretion.

More than 14 days prior

If you withdraw from a course more than 14 days prior to the commencement date of the course, and notification is received in writing, a refund will be issued less an administration fee of \$55 per person.

Please note: Postage is not proof of receipt. If you have posted notification of withdrawal it is advisable to follow up with a phone call to ensure that it has been received at AAA.

COURSE TRANSFERS TRANSFER

Transfer to another AAA course is accepted if written notice is provided more than 14 days prior to the commencement date and the course is the same.

COURSE FEES

AAA COURSE INFORMATION

All course fees are advertised in the course marketing material and on the AAA website. Unless stated otherwise, fees cover the training, all course materials, catering and are inclusive of GST.

PAYMENT TERMS

Full payment must be received prior to the commencement date to secure a place in a course.

CONFIRMATION OF ENROLMENT

Participants will be sent their EMAA Manual and confirmation letter via the work address (unless stated otherwise) provided on the registration form two weeks prior to the commencement of the course. It will provide details of the venue, times and any other requirements. If you haven't received the EMAA Manual and confirmation letter ten days prior, please contact AAA.

DISCLAIMER

Active Ageing Australia® will take all reasonable steps to ensure that the documented trainer/s are present at the course. However, in the event of an unforeseen withdrawal of a trainer, a suitable replacement trainer/s will be selected. AAA Trainers endeavour to provide current and accurate information at all courses. All information presented is intended to be general and should not be relied upon as professional advice applying to specific circumstances. Active Ageing Australia® also disclaims all liability from actions taken in response to information presented by trainer/s at the course.

**Send booking form with payment to: Active Ageing Australia®, 73 Wakefield St, Adelaide SA 5000
or fax to (08) 8232 9020
Telephone enquiries (08) 8232 9077**