

AIM Short Course Enrolment Form

Enrol online or complete this form.

Please complete this form and send to Australian Institute of Management Victoria & Tasmania: ABN 57 611 096 092

Victoria: PO Box 112 St Kilda Vic 3182
 Fax: 03 9534 5050 Telephone: 03 9534 8181
 or online: aimvic.com.au/programs
 Email: training@aimvic.com.au

Tasmania: PO Box 172, Hobart, Tasmania 7001
 Fax: 03 6231 2802 Telephone: 03 6224 9555
 or online: aimgtasmania.com.au/programs
 Email: training@aimgtasmania.com.au

Course Details (up to two courses for each participant)

1. Course Title			Course Date	
Course Fee \$	Course Location (please tick)	<input type="checkbox"/> AIM St Kilda	<input type="checkbox"/> AIM Hobart	
		<input type="checkbox"/> AIM Glen Waverley	<input type="checkbox"/> AIM Launceston	
2. Course Title			Course Date	
Course Fee \$	Course Location (please tick)	<input type="checkbox"/> AIM St Kilda	<input type="checkbox"/> AIM Hobart	
		<input type="checkbox"/> Wheelers Hill	<input type="checkbox"/> AIM Launceston	
Are you planning to use these courses towards a qualification?		<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify)*	

*Please contact AIM if you have not yet applied for this qualification.

Participant Details (please print)*

Please send enrolment confirmation to:

<input type="checkbox"/> Participant	<input type="checkbox"/> Same as Invoice
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<i>(Mr / Mrs / Miss / Ms / Dr / Other)</i>	
First Name	
Last Name	
Date of Birth	
Position	
Organisation	
Organisation Size [^]	
Industry	
Address	
Postcode	State
Telephone	Mobile
Email	
Dietary Requirements [~]	

*Mandatory field - please complete all.

[^] Estimated number of full-time employees in Victoria/Tasmania.

[~] A vegetarian option is available at every meal service.

Membership Details (please print/tick)

Please provide your membership type and number to receive your preferential member rate.

<input type="checkbox"/> AIM Business	<input type="checkbox"/> AIM Personal
Other Industry Group (Name)	
Member number	

How did you find out about this course? (Please tick)

<input type="checkbox"/> AIM's email newsletter	<input type="checkbox"/> AIM email promotion
<input type="checkbox"/> AIM's magazine	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> Expo/conference	<input type="checkbox"/> Website
<input type="checkbox"/> Print advertisement	<input type="checkbox"/> Referred by friend/colleague
<input type="checkbox"/> Radio advertisement	<input type="checkbox"/> Previous studies with AIM
Other (Please specify)	

Please turn over...

Invoice Details

Please send invoice confirmation to:

Participant		Other (Details below)	
First Name			
Last Name			
Position			
Organisation			
Address			
Postcode		State	
Telephone			
Email			

Please note: you will be sent a copy with invoice details.

For information online go to aimvt.com.au, or for assistance contact AIM Short Courses on (03) 9534 8181.

In completing this form you are agreeing to the AIM Victoria & Tasmania Terms & Conditions:

Cancellations and Transfers – Short Courses

(a) If AIM cancels a Training Course, a full refund or transfer to another date or Training Course will apply.

(b) If a Customer's booking for a Training Course is cancelled by the customer more than 14 days prior to the start of a Training Course:

(i) any money paid by the Customer to AIM for that Training Course may be refunded or used as credit by the Customer for any Training Course that the Customer may undertake within 12 months from the date of the cancellation; or

(ii) the Customer may transfer to another date or Training Course (subject to availability) provided that if the customer wishes to transfer more than two participants, an administration fee of \$150.00 will apply.

(c) If a Customer's booking for a Training Course is cancelled by the customer for any reason (including, without limitation, any change to work commitments or personal circumstances) 14 days from the start of a Training Course:

Payment Options

Tell us how you would like to pay. Please note payment is due within 30 days of the invoice being issued or before course commencement.

Mastercard	Visa	Amex
Diners	By invoice	Cheque (Please enclose)
Purchase Order (Please enclose)		
Voucher* (Voucher number)		

*Only AIM training vouchers can be redeemed to attend AIM short courses.

Credit Card Payment

Name on Card			
Card Number			
Expiry Date	/		
Signature			
Charge to	Company	Individual	
Receipt	Yes	No	

(i) any money paid by the Customer to AIM shall be forfeited and may not be used as credit towards any other Training Course or any transfer to another date;

(ii) any course fees outstanding will still be due and cannot be used as credit towards any other Training Course; or

(iii) a substitute participant of the Customer may attend at no further cost provided that the substitute meets any entry requirements for the Training Course and can complete any required diagnostics or prework within the specified time. Application in writing may be made for exceptional circumstances, addressed to the Manager, Short Courses and Qualifications.

(d) The Customer will be charged the full fee for the Training Course for any participant who fails to attend. These fees cannot be used as credit towards any other Training Course.

(e) Paragraphs (b) and (c) only apply to Training Courses for the general public and do not apply to Training Courses which are in-company or customised courses.

(f) Overpayments by customers will be refunded in full on request in writing.

Privacy: Information supplied on this form is private and confidential and used solely to identify and service the entity. Furthermore, your personal details are never sold or distributed to any third party. This information may be used by a third party to communicate on behalf of AIM purposes and/or to perform the services as instructed by the Institute.

AIM OFFICE USE

Approved

Date

Offer Sent

Entered on database