



Centre for Entrepreneurship
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CRISCO Provider Code 00301J

Registration Form

Please enrol me in the Curtin Growth Owner program

Title (please circle)	Mr Miss Mrs Ms Dr
Full Name:	
Job Title:	
Reg'd Business Name:	
Industry:	
ABN:	
Trading name:	
Street Address:	
Postal Address:	
Work Telephone:	Fax: Mobile:
Work Email:	
Accounts Payable:	Name: Phone: Mobile:
Acc/Payable Email:	

I select the following payment option (please tick & write amount paid):

Curtin Growth Program (Please Tick)	Total Program Cost	Payment Options	Amount Paid With Registration
<input type="checkbox"/> Growth Owner	\$9,500 with C4E scholarship 2012	\$9,500 with registration	\$_____
OR			
<input type="checkbox"/> Growth Owner	\$9,500 with C4E scholarship 2012	\$2,500 with registration AND 7 x \$1,000 monthly payments	\$_____

Please note:

- This document will be a **TAX INVOICE** when the payment is received.
- Please retain this document for TAX purposes.
- An official Curtin University Receipt will be sent to you on processing of registration.
- A Payment instalment schedule will be issued upon receipt of this form.
- Future instalments will be debited from the card below unless otherwise advised in writing.

Please charge my Credit Card (please circle): **VISA** **MASTERCARD**

Name on Card															
Card Number															
Signature											Expiry				

Payment by credit card except by prior arrangement.

PAYMENT TERMS & CONDITIONS - CENTRE FOR ENTREPRENEURSHIP (C4E) PROGRAMS

Payment terms:

- Payment of deposit is due upon registration, prior to the start of course, with second payment due on start of course.
- Payment is based on monthly installments not courses attended.
- Payment is by credit card deduction unless approved by the Finance Officer.
- If credit card is unable to be provided an application for Credit will need to be organized with the Finance Officer.

Non-payment:

- Late payment administration fee of \$40 after 60 days overdue.
- Penalty of 10% of invoice amount outstanding after 90 days overdue.

Defaults:

- Debts beyond 90 days will be collected by a debt collection agency with their fee and costs involved to be paid by the debtor.

Direct Debit:

- Your Credit Card will be debited the installment amount in the last week of each month after the Program has commenced.
- Payment is based on monthly installments not courses attended.
- Credit Card defaults, due to insufficient funds incur an administration fee of \$40.

Attendance of classes:

- We understand that due to other commitments it may not be possible to attend a class. 24 hours prior notice is required for non-attendance, as classes are catered for. Where possible we will fit you into the same or similar missed course on another date and advise you of the catch-up date.
- Where an attendee misses a workshop, the attendee is provided two alternative catch-up workshop dates. If the catch-up workshops are also missed, further catch-up workshops will only be scheduled with the agreement of the program manager.

Withdrawing / transferring students:

- If you are not satisfied with any aspect of the program please advise in writing as soon as possible.
- Costs will be as mutually agreed and based on a cumulative cost of \$500 per workshop, whether attended or not, until a formal withdrawal application is received in writing.
- Course placements can be transferred to another employee prior to course commencement (subject to notification and confirmation). Transfers do not apply to individual workshops.

Refund policy:

- Full refund (less \$100 administration fee) for cancellations made 14 days prior to course commencement. 50% refund for cancellations 7 days prior to course commencement. No refunds for any reason if cancellation is made less than 7 days prior to course commencement. However you may nominate another person to substitute in your place or postpone to a future course held on a later date, subject to agreement with the program manager.

We/I agree to:

- The above and Terms and Conditions.
- Credit check if unable to provide a credit card for deduction.
- To be bound by the Statutes, rules and policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- Acknowledge that any expenses, costs or disbursements incurred by the University in recovering any monies shall be the responsibility of the debtor, including debt collection agency fees and solicitor's cost on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.
- Understand that any information supplied by me in relation to my enrolment will be kept in confidence for use within the University for administrative purposes, and will only be disclosed to external organizations where required by legislative or regulatory authority.

ATTENDEE NAME: _____

COMPANY NAME: _____

Signature: _____

Director of Business
(Must sign)

Signature: _____

Course attendee if not Director

This form must be signed and returned with enrolment.