

APA Professional Development Event registration form



By submitting this form, you agree to the terms and conditions outlined overleaf.

Save time and register online at physiotherapy.asn.au/events.

Contact details

Name: _____ Membership no: _____

Organisation name (if required on invoice) _____

Address - please indicate business or private _____

Street: _____ City: _____ Postcode: _____

Ph (BH): _____ Mobile : _____

Email: _____

An eligible email address MUST be provided. Tax invoices, confirmations and information will be sent via email.

I am an APA member: Yes No I am an APA regional member: Yes No

I am a member of the APA National Group conducting this course: Yes No

I have current Professional Indemnity insurance: Yes No

Event details

Event title: _____

Event date(s): _____

Event type: Course Webinar Lecture

I found out about this event via: _____

I meet the pre-requisites of this event: Yes No Special dietary requirements: _____

Payment options

Please charge my credit card as detailed below:

Event fee: \$ _____ Payment by: Amex Mastercard Visa

Card number: _____ / _____ / _____ / _____ Expiry date: ____ / ____

Signature: _____ Cardholder name: _____

NSW & ACT events

The PD Officer
APA NSW Branch
Locked Bag 409
Silverwater BPC
NSW 1811 Australia
e: nsw.pd@physiotherapy.asn.au
e: act.pd@physiotherapy.asn.au
f: (+61 2) 9647 2244

WA events

The PD Officer
APA WA Branch
174 Hampden Road
Nedlands
WA 6009 Australia
e: wa.pd@physiotherapy.asn.au
f: (+61 8) 9389 9221

SA & NT events

The PD Officer
APA SA Branch
8/15 Fullarton Road
Kent Town
SA 5067 Australia
e: sa.pd@physiotherapy.asn.au
f: (+61 8) 8362 2223

VIC & TAS events

The PD Officer
APA VIC Branch
PO Box 437
Hawthorn BC
VIC 3122 Australia
e: vic.pd@physiotherapy.asn.au
e: tas.pd@physiotherapy.asn.au
f: (+61 3) 9092 0899

QLD events

The PD Officer
APA QLD Branch
6C/2728 Logan Road,
Eight Mile Plains
QLD 4113 Australia
e: qld.pd@physiotherapy.asn.au
f: (+61 7) 3423 1778

Terms and conditions

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Registration:

Online registration is the simplest way to secure your place. Advice concerning remaining places in any event activity does not guarantee a place, as that information is subject to continual change. Registration will not be accepted without payment. Places are allocated according to the date that an application form and payment are received by the Australian Physiotherapy Association (APA), unless otherwise stated.

The APA reserves the right to cancel or change an event activity to an alternative date. The APA will notify those who have already registered for that particular cancelled event of the cancellation or change of date. In this case, all registered participants will receive a full refund of the event registration fee, should it be required. The APA is not responsible for other associated expenses. Registration is transferable.

If transferring your registration or if you wish to cancel your registration, please contact the PD Officer in the state that the course is held. Transfer and cancellation requests must be received in writing. Transfers and cancellations may be subject to a fee.

By registering for this course, you provide consent to the APA to use your comments/responses, or any photographs taken of you, for their publications and associated media and marketing channels. If you do not provide consent, it is your duty to inform the APA in writing.

Courses:

In most cases, course registration closes two weeks prior to the course commencement date. It is the participant's responsibility to ensure that they meet any pre-requisites as stated in the course outline found on the APA website.

The APA requires that all participants hold current personal professional indemnity insurance for all courses and workshops. The APA recommends that participants who are travelling interstate to attend an APA event, purchase travel insurance.

Membership must be current at the time of the APA event to receive the APA Member or Group Member rates. Letters of attendance are provided at the completion of every course. Replacement copies are available at \$25 (includes postage and handling).

APA accredited courses are not available to students unless advertised otherwise. Students are able to register and attend APA lectures and PD events other than courses.

Cancellation:

For APA courses:

- A participant may substitute their registration to another person or apply for a refund of monies paid prior to the course registration closing date.
- A participant may substitute their registration to another person or apply for a refund of monies paid (less a 20% cancellation fee) between the course registration close date and seven calendar days prior to the course commencement date.
- From seven calendar days prior to and up to the course commencement date, a participant may substitute their registration to another person. NO refund will be supplied.
- A participant may apply for a refund with a supporting Medical Certificate. Each case will be assessed on its own merits and a refund is not guaranteed. Where a refund is granted, the APA will hold withhold 20% of the registration fee paid, as cancellation fee.

Part Payments:

Part payments may be offered to APA members for courses over \$2,000. The payment plan is as follows:

- 50% of the entire course fee is required to secure booking.
- 25% of the course fee is required two months prior to the course date, and
- The final 25% of the course fee is required one month prior to course date.

AUSTRALIAN PHYSIOTHERAPY ASSOCIATION Privacy Statement for Professional Development Programs:

The APA acknowledges and respects the privacy of its members and customers. The information that you provide on this form is "personal information" as defined by the Privacy Act 1988. The information is being collected by the APA and will be held by the APA. It may be given to service providers engaged by the APA. This information is being collected for the purpose of processing your registration for this event and keeping you informed about other upcoming events. The provision of information is voluntary but if it is not provided the APA may not be able to process your registration. You have the right to access and alter personal information about yourself in accordance with the Australian Privacy Principles and the APA privacy policy which is available for you to read on www.physiotherapy.asn.au Direct any enquiries you may have in relation to this matter to our Privacy Officer who can be contacted on **03 9092 0888** or by email at privacy@physiotherapy.asn.au.