

Booking Form

**To: Continuing Professional Development
Leo Cussen Institute trading as Leo Cussen Centre for Law**
(ABN 16 949 282 178)
GPO Box 853 Melbourne 3001
DX 460 Melbourne

Tel: (03) 9602 3111
Fax: (03) 9670 3242
email: registration@leocussen.edu.au

Program Title	Date	Code	Price

Special dietary requirements (please check if applicable):

Vegetarian Gluten Free

Two business days' notice needed for vegetarian or gluten free catering. If you have other special dietary requirements, please contact the Registrations Officer.

Name: _____ Organisation: _____

Address: _____

Postcode: _____

DX: _____ DX Location: _____

Phone: () _____ Email: _____

I enclose a cheque payable to Leo Cussen Institute for \$ _____

Please debit my credit card for \$ _____ American Express Visa Mastercard

Name on credit card: _____ Cardholder's signature: _____

Credit card number:

Expiry date: /

Payment

For online bookings, payment must be made by credit card (Visa, Mastercard or AMEX). For all other bookings, payment may be made by credit card (Visa, Mastercard or AMEX), cheque or bank deposit. Bookings will not be processed until payment is received and cleared.

Entry to a program will not be permitted in circumstances where payment has not been received and cleared prior to the program commencing.

Discounts

A 10% discount may be offered on full-priced programs to employees of Victoria Legal Aid and community legal centres.

No discount is available on early-bird pricing, or for programs conducted in association with other organisations, traineeship programs and Western Australian Articled Clerks' training programs.

Cancellation

Programs other than traineeship programs and Western Australian Articled Clerks' training programs

Registrations are transferable to another person.

Refunds or transfers between programs are available if requested in writing at least 14 days prior to the program.

A fee of \$40 per seminar and \$100 per intensive, conference or workshop will be charged if a refund or transfer between programs is granted. No refunds or transfers are available for programs conducted in association with other organisations.

Refunds or transfers between programs are not available if requested within 14 days of a program.

Traineeship (SWT) workshops

Refunds are not available for Traineeship (SWT) workshops.

Registrations for Traineeship (SWT) workshop are transferable to another person at the discretion of Leo Cussen Institute.

Transfers between Traineeship (SWT) workshop are not available. Transfers to the same Traineeship (SWT) workshop commencing on an alternative date will be granted at the discretion of Leo Cussen Institute and must be requested at least 30 days prior to the date of the original workshop booked. A fee of \$150 per Traineeship (SWT) workshop will be charged if a transfer is granted.

Western Australian Articled Clerks' training programs

Refunds are not available for Western Australian Articled Clerks' training programs.

Registrations for Western Australian Articled Clerks' training programs are transferable to another person at the discretion of Leo Cussen Institute.

Transfers between programs and/or program dates are not available for Western Australian Articled Clerks' training programs.

Program changes

Leo Cussen Institute reserves the right to cancel or reschedule programs, change speakers and revise program content.

CPD classifications for Leo Cussen Institute programs are provided as a guide only and are based on information available at the time of publication.

Privacy

By completing this form, you consent to Leo Cussen Institute providing your name and organisation details to the presenter(s) of the relevant program(s). For full details of the Leo Cussen Institute privacy policy see www.leocussen.edu.au.