Specialised course registration form

CPD 50 POINTS

REIQ REAL ESTATE INSTITUTE QUEENSLAND

Attendees to fill out the following:

Course you wish to attend: | Location: i.e. Brisbane

Session date you will be attending: | Session time: | Session cost:

Do you have any special dietary needs — Applies to full day sessions, Breakfast and evening networking events

F. (07) 3891 5359 | P. REIQ, PO Box 1555, Coorparoo DC Qld 4151 | E. jmcguire@reiq.com.au

First Name	Last Name	Membership number	Is this person attending as part of their Ultimate Access Package (UAP)?	or	Do you wish to purchase the UAP for individuals (not available for agencies) $770 members incl GST (individuals) $880 non-member incl GST (individuals) *pay by the month option available

OFFICE NAME Please ensure you complete this field if applicable

Business / home address (please stipulate if you are supplying the business or home address)

Please ensure you complete this field | P/C:

Phone (work) | Mobile

Email

How did you find out about this REIQ specialised course?

PAYMENT METHODS (Please tick appropriate box) Please note: Your session will only be confirmed once payment has been received by the REIQ. GST is included in all prices.

☐ **Pay by the month** (*only available for UAP, PM Platinum 4 day Series, Commercial Series, PM Elite Entrant Program, PM Essentials and Sales and Auction Mentoring). Contact the REIQ for full Terms and Conditions of Pay by the Month

☐ **REIQ Account** — Membership no. | Authorised REIQ account signatory name (please print) | Signature of authorised person

☐ **Direct deposit (Use your FULL NAME as your reference)** — Bank: Westpac Banking Corporation | BSB: 034 037 | Account name: The Real Estate Institute of Queensland Ltd | Account number: 902 185

☐ **Cheque** (please make cheques payable to the Real Estate Institute of Queensland) Discount code: if applicable

☐ MasterCard ☐ Visa Amount $

Card no | **CCV*** | **Expiry** /

*The CCV for MasterCard and Visa is the last three digits of the number found on the card's signature block.

Name of cardholder | Signature of cardholder

REIQ will issue a tax invoice for the above amount in the name of the student, or if an agency is paying, in the name of the agency. No invoices will be issued to any other parties.

Cancellation/Refund policy: Cancellations for this session must be made in writing (letter/fax or email) at least 3 days prior to commencement of the scheduled session in which case REIQ will refund the enrolment fee, however you have the option of transferring to the next available session of equal value or transferring your enrolment to another person. Please note that should a person who has transferred under these conditions subsequently cancel their course, no refund will be made. **Failure to give the required 3 days notice will result in the full enrolment fee being charged.** REIQ may cancel or reschedule sessions depending on course attendance numbers. Course attendees are solely responsible for any travel and accommodation costs. Attendees are advised to contact REIQ if they have any concerns or questions regarding travel bookings. **Ultimate Access Package**:- only applies to courses appearing in each *Specialised Courses Calendar* which show the UAP logo for 6 months from purchase. Excludes Conferences, Feature Days, Mentoring, all Commercial Series/Webinars, PM Support Service and Consultancy/In-house Services. **Ultimate Access Packages are not refundable or transferrable and are available for individuals only**. No refund applies if a course is cancelled that an Ultimate Access Package attendee is enrolled for, however the attendee may choose to attend a later instance of that course at no charge.

☐ I have read and understand the REIQ Cancellation/Refund policy above

SIGNATURE

Privacy Policy The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. The vast majority of our members and non-member clients welcome this communication. However, in full recognition and respect of your privacy rights, we would like to confirm this with you. You can withdraw this permission at any time by making contact with us. Please note: Our primary forms of communication with attendees are email (for course confirmation) and phone (for clarification of course details). Please tick the following boxes to indicate how you would like us to contact you. To view our full Privacy Policy | reiq.com | P 3249 7347

☐ Please contact me by mail ☐ Please contact me by fax/phone ☐ Please contact me by email