

# Everyday Leadership:

Enrolment Form



## Organisational Representative Details

Name:

Position:

Organisation name:  
(to appear on invoice)

Email address:

Mobile phone:

Work phone:

Org billing address:  
(to appear on invoice)

State:

Postcode:

## Program Details

Number of attendees:

### Participant #1

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Full name:

Email address:

Mobile phone:

Position title:

### Participant #2

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Full name:

Email address:

Mobile phone:

Position title:

### Participant #3

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #4**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #5**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #6**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #7**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #8**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #9**

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Full name:

Email address:

Mobile phone:

Position title:

#### **Participant #10**

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Full name:

Email address:

Mobile phone:

Position title:

## Program Fee Details

Total fee (Number of participants x program fee per participant)

+GST

## Next Steps

- The participants above will receive email confirmation.
- You will be contacted by the WLA finance department in relation to payment of the program fees.

**Payment terms: 30 days from invoice date.**

**Name:**

**Signature:**

**Date:**



ABN 39 127 679 010

Return to Women and Leadership Australia via

WLA Enrolments

E: [enrolments@wla.edu.au](mailto:enrolments@wla.edu.au)

P: 1300 138 037

Payment in full must be made prior to commencement of the program. Submission of this application form confirms your intention and capability to make full payment of the program fee.

Should you opt for a payment plan, you acknowledge and agree to bear the full liability of the program fee, or the cancellation fee described below if you cancel your enrolment before commencement of the program. This commitment remains intact even if you decide to cancel your enrolment or withdraw from the program at any stage. A withdrawal or discontinuation does not absolve you from the financial obligation agreed upon under the payment plan.

A substitute participant is always welcome with written notification received prior to the program commencement date. No substitution fees will be charged. No substitutions are permitted once a program has commenced.

In the event you wish to cancel your enrolment more than 30 days prior to commencement of the program, you agree to pay a cancellation fee of 10% of the program fee. If you cancel your enrolment less than 30 days before commencement of the program, you agree to pay a cancellation fee of 30% of the program fee. Any balance of the program fee already paid will be refunded to you within 45 days. Once the program has commenced, no cancellation refund will be provided. Deferral to a subsequent program will only be considered in exceptional circumstances. All deferrals must be submitted in writing and can only be made within 1 month of course commencement. All deferrals will incur a flat fee of 25% of the standard course fee (please refer to course prospectus for standard course fee). Deferred participants must enrol into a new program within 6 months of the initial deferral date or their enrolment may be terminated and their deferral fee forfeited. Only one deferral and one extension may be granted per participant.

In the event of circumstances outside of our control, it is possible we may need to cancel, defer, reschedule, or change the venue and/or presenters of a program or program session. We will make all reasonable efforts to inform attendees of any such changes with as much notice as possible. Should your program be rescheduled or cancelled by us, all fees you have paid will be credited towards the rescheduled program or refunded to you at your election. You acknowledge and agree that, to the extent the law allows, our liability is limited to the program fee and we will not be liable for any costs, damages or expenses incurred by you as a result of a cancellation, deferral, reschedule or change of venue.

In instances where there remains an outstanding balance on your account, we reserve the right to transfer the debt to a third-party debt collection agency for recovery of the due amount.