



(VICTORIAN DIVISION Inc.) A.B.N. 41 679 400 853
 Association Registration No. A0022481P

P.O. Box 14008, Melbourne 8001
 T: (03) 9326 6160 F: (03) 9326 6150 E: vic@gem.org.au

Gemmology House, 380-382 Spencer Street, West Melbourne 3003
APPLICATION FOR COURSES: 2009

Mr Ms Mrs Miss Dr. GAA Member
 Other Number:

Given Name: Surname:

HOME: Please mail to: **Home** **BUSINESS:** Please mail to: **Work**

Address:	Address:
Postcode:	Postcode:
Phone: ()	Phone: ()
Fax: ()	Fax: ()
Email:	Mobile:

Application Fees per Module		Please tick modules you wish to complete	
Non-Member Rate	Member Rate	Course Name	Total
425.00	295.00	Introduction to Gems & Gemmology Weeknight course from <input type="checkbox"/> September 7 (Monday) Sunday course from <input type="checkbox"/> October 25	
250.00	160.00	Pearl Threading <input type="checkbox"/> September 27 (includes all materials)	
350.00	255.00	Introduction to Antique Jewellery <input type="checkbox"/> Sunday Oct 4 (at Roy's Antiques, 410 Queens Pde North Fitzroy)	
295.00	295.00	Retail Diamond Consultants course. Sunday 18 th October 10-5pm Lunch provided.	
Pay Total to			\$

All courses require a deposit (minimum \$100.00) to secure a place.
 Balance payable 7 days prior to commencement of course.
 I have read and understood these conditions and conditions on reverse of form. _____
 Student Signature:

PLEASE COMPLETE ALL SECTIONS OF THIS FORM, INCLUDING BOTH WORK & HOME FIELDS AND ALL PHONE NUMBERS
PLUS EMAIL IF AVAILABLE, THEN TURN OVER TO COMPLETE OTHER SIDE OF FORM ♦ FOR CREDIT CARD PAYMENT SEE OVER

Amount enclosed \$ Make cheques payable to "GAA. (Vic Div Inc.)" or debit
is by Mastercard Visa

Card No.

Cardholder's
name:

Expiry date: Signature:

PRIVACY STATEMENT

Personal details of members held by the Victorian Division of The Gemmological Association of Australia are maintained by this Division in secure circumstances. Address details are used only for communication purposes by both The Association and The Division. These details are not sold or forwarded to any other organisation and will not be used for any other purpose without the written consent of the member.

REFUNDS & DEFERMENTS

The only authority to refund course fees & grant deferments is the Management Committee. The following rules may be altered in extraordinary cases only by the Management Committee, (dependant of circumstances for the request), by a 75% majority of the Management Committee. No member or employee of the Association can alter these rules or make contravening statements to these rules.

DEFERALS:

May be granted for up to 12 months, in some cases of medical, bereavement or employment, a deferral may be granted at the discretion of the Management Committee. A written application must be made to the Management Committee. NO REFUND SHALL APPLY.

SHORT COURSES, MODULES & SEMINARS:

Refunds apply only if any of these courses can continue without this person (i.e. minimum number + 1 attendees).

If courses cannot be run without this person, & no replacement applicants are found: NO REFUND.

All course fees must be paid prior to course commencement.

Less than 1 week duration

- Request for refund over 1 month prior to course commencement: Course costs REFUNDED LESS ADMINISTRATION FEE OF \$50-
- Request for refund under 1 month prior to course commencement: REFUND UP TO 80% Less registration fee paid to BOS&E at commencement of accredited course/module.
- Request for refund after course commencement: NO REFUND.

Over 1 week duration

- Request for refund prior to course commencement: Course costs REFUNDED LESS ADMINISTRATION FEE OF \$50-
- Request for refund first week of course commencement: REFUND UP TO 80% Less registration fee paid to BOS&E at commencement of accredited course/module.
- Request for refund after course commencement: NO REFUND.

Please note: All courses are subject to minimum participant numbers.

FOR OFFICE USE ONLY

Date
Received:

Receipt No: