



Registration Policy

How to register

Please enter your details into the online registration form to secure your place in attending the nominated course. Course confirmation and receipt of payment or an invoice will be forwarded to you by e-mail shortly after you register. If you do not receive a confirmation e-mail, contact our External Relations Coordinator.

Course session times

Full day: 9:00am - 5:00pm

Fee and payment

For 2019 pricing information refer to individual courses on the Institute website or contact our External Relations Coordinator.

When registering for a course you can select to pay up front by credit card or you can request an invoice in which you can pay later.

Course fees usually cover all materials and catering for the duration of the course. For any other costs, please refer to the Institute website.

Cancellation/transferring to another course

Timeframe	Charge*
First transfer or cancellation more than five working days prior to course commencement	No charge
Subsequent transfers	50% of course fee
Transfer or cancellation five working days to 24 hours prior to course commencement	50% of course fee
Transfer or cancellation within 24 hours of course commencement or non-attendance	100% of course fee

* Charges can be waived if a substitute person is registered in place of the original participant.