

**ACCREDITED**  
PROFESSIONAL DEVELOPMENT

# BASES Member Registration Form

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

BASES Member ID Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Mobile/Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Registration:

- |                          |                      |           |
|--------------------------|----------------------|-----------|
| <input type="checkbox"/> | BASES Member         | AUD 30.00 |
| <input type="checkbox"/> | BASES Student Member | AUD 15.00 |

### Professional Development:

Please advise which webinar or podcast you would like to register for.

Ensure you list the full name of the professional development.

\_\_\_\_\_

\_\_\_\_\_

### Payment Details:

For alternative payment methods please email [education@essa.org.au](mailto:education@essa.org.au).

#### TAX INVOICE

Please forward me a tax invoice

#### CREDIT CARD

I authorise ESSA to debit the following card for the amount of AUD \_\_\_\_\_ plus a 1.5% merchant fee

Visa  MasterCard

Card number: \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_

Name of Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

### Terms & Conditions:

#### Confirmation

You will receive a confirmation via email within 5 working days of your registration and payment being received by ESSA. If you do not receive a confirmation letter, please contact ESSA [education@essa.org.au](mailto:education@essa.org.au).

#### Registration Fees

All registration fees are listed within the marketing material and registration form are in Australian Dollars and include Australian Goods & Service Tax (GST).

**BASES Member:** Applicable to all current financial BASES members. Evidence of membership must be provided via member ID number and expiry date.

**BASES Student Member:** Applicable to any BASES Student Member. Evidence of membership must be provided via member ID number and expiry date.

#### Audience Disclaimer

All accredited persons, regardless of any professional development completed/attended must refer to their accreditation's Scope of Practice, and only treat/practice within the same.

#### Payment Policy

- All Professional Development must be fully paid before registration is confirmed
- Payment can be made via credit card (Visa and MasterCard only)
- Payment made via credit card will incur a non-refundable 1.5% merchant fee
- Payment must be made in Australian dollars only.

#### Access

All ESSA podcasts will be available to 31 December 2018. After this date, the podcast will be disabled. If you do not access the podcast within this timeframe, no refunds will be provided. ESSA reserves the right to disable this podcast at anytime with 30 days' notice.

#### Certificate of Attendance

**Webinar:** Delegate must be logged in within 15 minutes of scheduled starting time with a minimum attendance of 75 minutes to receive the applicable CPD points and certificate of attendance.

**Podcast:** Delegate must successfully complete the assessment within 60 days of purchase to receive the applicable CPD Points and certificate of attendance. Assessment passing mark is 80%

#### Substitution Policy

No substitute delegates are allowed.

#### Cancellation Policy

**Webinars:** If you wish to cancel your registration to a webinar written notice must be provided to ESSA at [education@essa.org.au](mailto:education@essa.org.au) a minimum of 3 working days prior to the scheduled webinar date. Cancellation fees are below (based on the day of written notification):

- 15 days prior to webinar: Full refund provided
- 14 – 4 days prior to webinar: 25% of your registration fee
- 3 – 0 days prior to webinar: 100% of registration

**Podcasts:** 100% cancellation policy applies to all podcast purchases.

#### Registration Numbers

All of ESSA's professional development have a strict maximum number. Once this number is reached, no further registrations will be accepted. A waitlist will be offered if this occurs.