

REGISTRATION CONDITIONS AND ADMINISTRATION

Disclaimer:

Should a minimum enrolment number for a course not be achieved by the closing date for a course, CAWA reserves the right to cancel or postpone that course. Applicants will be notified of a course cancellation and a full refund of the course fee will be made.

PAYMENTS CANNOT BE ACCEPTED BY PHONE OR VIA EMAIL

Acknowledgement of receipt of registration

All registrations received will be sent an email acknowledging receipt of the form. Confirmation of registration will be sent once the event has been confirmed (see below). If you have sent in a registration form and have not received a confirmation email within 1 week please contact the office to confirm it has been received.

Participant notification of Venue and Location of CAWA Courses:

All participants will be notified of venue and location of course no less than one week in advance of the course date. Notification can take place in the form of email and/or postal correspondence.

Payment of Course Fees

Applications for registration **MUST be accompanied by payment in full**, and can be made by email or mail with remittance advice for EFT payments, CAWA vouchers or by Cheque or Money Order which should be payable to: Childcare Association of WA Inc.

- Confirmation of your registration will be provided once the course has been confirmed, no later than 1 week prior. You will receive a written confirmation of your enrolment along with a receipt for your payment as well as details of the course location, times, parking and other details as required.
- The course fee provides for your registration, course notes, and all meals and refreshments during the day if applicable.
- Minimum numbers are required for each course to proceed. If minimum numbers are not met by the closing date the course may be cancelled or postponed. Late registrations may be accepted only in the case where the course is going ahead and further places are still available. It is advisable for registrations to be submitted as early as possible.
- All courses will run a waiting list with CAWA members being given preference. No payment is required for the service and should a place become available, potential registrants will be contacted (with members being given preference) and offered the place. Full payment is required upon acceptance of the place.

We recommend that participants contact the office if acknowledgement of your registration is not received within 7 working days after application.

Cancellations

If you cancel your registration, you must inform the office **as soon as possible** so that your place can be offered to another applicant. If you are able to find a colleague to take your place, we would be very happy for this to happen. Refunds following cancellation are listed below.

Cancellation by Applicant

Refunds following cancellation by applicant are as follows:

- Cancellation more than 6 weeks prior to the course: **100% refund**
- Cancellation less than 6 weeks prior to the course: **50% refund**
- Cancellation 2 weeks or less prior to the course **or** failure to attend: **NO REFUND**

Note: If you are unable to attend your place may be swapped with another attendant from the same company, change of applicant's details will be required.

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Childcare Association of WA Inc (CAWA) course registration policy

GST

All course fees include 10% GST in the total cost.

Certificate of Attendance

A Certificate of Attendance will be presented to each participant at the end of the course.

Please contact the Executive Officer or visit the website www.childcarewa.com if you have questions about CAWA membership or status.

Catering

In courses where catering is provided we must be notified at the time of registration as to any medical dietary requirements so that we may inform the caterer correctly. Space has been provided on the registration form for CAWA Events to outline any special dietary requirements. Your requirements will be noted and should be confirmed at registration.

Discounts

Member rate refers to current members of CAWA.

If you are already a member of CAWA then fees for the CAWA Courses have already been discounted for you.