

ASFA Learning Booking Form



Student details

First name		Last name	
Informal name		Contact number	
Email address			
Job title			
Company name			
Mailing address			

Course details

Course name*	Delivery mode	
	Flexible online	Workshop
* Please specify workshop date(s) if applicable		

Billing details

Bill to	Company	Individual	Billing contact	
Billing address (if different to mailing address)				

* Payment must be received prior to enrolment commencement. An invoice will be sent to the billing contact listed on this form with details on how to pay online or via EFT.

Next Steps

Please email your completed ASFA Learning Booking Form to learning@superannuation.asn.au

Please note: Additional enrolment details will need to be completed if enrolling into an accredited course. An email will be sent to you with details on how to complete this information online. Please refer to ASFA's *Enrolment Policy and Procedure* for more information: <https://www.superannuation.asn.au/learning/students>

Transfer and cancellation policy

As ASFA incurs administrative costs prior to the commencement of a program, the following policy applies to all transfers and cancellations for flexible online and workshop enrolments. Student substitutions can be made without cost at any time before commencement of a course.

Flexible enrolments	Cancellation fees
Before course commencement	\$125
Within 1 week of course commencement	\$250
After 1 week of course commencement	No refund
Workshop enrolments	Cancellation fees
More than 14 days prior to commencement	20% of enrolment fee
Between 14 – 5 days prior to commencement	50% of enrolment fee
Less than 5 days prior to commencement**	No refund
** Includes no shows	