*If you are completing this form electronically, you can click on the* ‘🞏’ *boxes to mark your choice. If you are completing by hand, please cross the appropriate box.*

**Please complete ALL details**

|  |  |
| --- | --- |
| **Applicant details** | |
| **Family Name** | **Given Name/s** |

|  |  |
| --- | --- |
| **Contact details for invoice (*must be different from the applicant)*** | |
| **Family Name** | **Given Name/s** |
| **Position Job Title** |  |
| **Agency/Department Name** |  |
| **Agency/Department Division** |  |
| **ABN** |  |
| **Postal Address** |  |
| **Phone** |  |
| **Email Address** |  |
| **Accounts Payable Contact and Email address** |  |
| **Purchase Order No.**  ***Please provide if PO No. is required on invoice*** |  |
| **Does your Department use a shared service for invoicing?** | Yes  No  **If Yes please complete fields below** |
| ***Name of Shared Service Agency*** |  |
| ***Postal Address of Shared Service Agency*** |  |

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| **Terms and Conditions** |

**Acceptance and payment**

The applicant will be advised in writing of their acceptance into the program, typically within two (2) weeks of receipt of the application. An invoice for the program fee will be emailed to the invoicing contact nominated above.

***Invoices must be paid using only the payment methods detailed on the invoice.***

**Program Fees**

The program fee in 2022 is $11,800 🞏 Please tick year of application

The program fee in 2023 is $12,100 🞏 Please tick year of application

(GST exempt) per student and is payable in full upon acceptance of application.

***Withdrawal before commencement***

Fee refunds are possible up to two (2) weeks prior to the course commencement.

If a participant withdraws after the course has commenced, no refund applies.

***Fees after commencement***

If a student wishes to defer enrolment to a later cohort, a cohort deferral fee of $1,500 may apply. This fee may be waived under exceptional circumstances.

If a student fails to complete a unit successfully a fee of $2,950 (for 2022) or $3,025 (for 2023) will apply to repeat the unit.

|  |
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| **Agreement** |

I, the authorising officer, hereby authorise QUT to invoice the above for payment of the specified fees for the applicant listed above and confirm that fees will be paid within 30 days of the invoice date.

**Authorising Officer**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Position |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |