



HARVARD CLUB OF AUSTRALIA

PROGRAM FOR LEADERS - 5-9 FEBRUARY 2023

Leading in the Digital Age: Better Decisions by Design

APPLICATION FORM

PERSONAL INFORMATION

Title: Mr/Ms/Mrs/Dr

First Name Last Name

Position Company

Business Address.....

Suburb State Post Code

Phone (B)..... Mobile

Email.....

Name to appear on badge

Name to appear on certificate.....

Dietary Requirements.....

REGISTRATION STEPS

1. Please email completed registration form to the Program Manager (programs@harvardclub.org.au)
2. Payment options are **EFT** (HCA Philanthropy Pty Ltd BSB 032-099 A/C 53-8391) **Amex/Mastercard/Visa** (no surcharges) or **Cheque** (made out to HCA Philanthropy Pty Ltd).

I wish to pay deposit (\$3,000+GST) or pay full amount (\$11,250+GST)

I wish to be invoiced: (An invoice will be forwarded to you)

I wish to pay by Credit Card: (A link to pay will be forwarded to you)

3. On receipt of payment, confirmation of participation and practical details will be sent to you.

FEE: A\$11,250+GST per participant

Program is fully residential and price includes all meals, accommodation and instruction material. Parking at RACV is complimentary. Telephone/email and other room services are not included. A bus to and from the venue will be provided.

For more information about the program contact: Anita Pike or Melinda Muth on **02 8916 6384**

Email: programs@harvardclub.org.au **More information:** www.harvardclub.org.au

PO Box 1255, Bondi Junction, NSW 1355

Terms & Conditions – HCAP Leadership Program

"HCAP" means Harvard Club Australia Philanthropy Pty Ltd ABN 93 091 483 635 and its agents, servants and employees.

"Client" means any individual or organisation employing, representing or sponsoring a Participant, or expressing an interest, in any course provided by HCAP.

"Participant" means an individual who participates or is intended to participate in any course provided by HCAP.

1. All places are offered on HCAP programs solely on these Terms and Conditions of Business and these Terms and Conditions supersede any terms and conditions referred to or relied on by the Client at any time.

2. REGISTRATION

To secure a place at a Leadership Program, a deposit of \$3000.00 (plus GST) is required with application.

3. Where an application is made by a third party, on behalf of a Client, the name, address and other relevant details of the Client is required by HCAP and must be disclosed to HCAP at the time the application is made. The name, address and other relevant details of the Participant must also be disclosed by the third party at the time the application is submitted.

4. Registrations are confirmed in writing via email by HCAP and submitted with an invoice to the client. Acceptance of a deposit payment does not infer that it has been accepted. Upon acceptance, a welcome email will be issued with confirmation of a place.

5. PAYMENT TERMS.

(i) Net 14 days from the date of invoice

(ii) For places confirmed inside 14 days of the course commencing, payment must be received at the HCAP office not later than the Friday preceding the course. If payment is not made by the due/closing date:

(i) Participation on the course may be refused

(ii) The Client remains liable for the course fee.

6. The course fee includes course materials, accommodation, meals and refreshments served during the hours that the course is conducted. The Client is responsible for any additional charges made by the hotel/ conference venue in respect to food, beverages or other item charges incurred by their Participant(s).

7. CANCELLATION.

(i) Fifty per cent of the course fee will be charged to the Client for cancellation of a booking within 56 days (8 weeks) of the course start date.

(ii) The course fee will be charged to the Client **IN FULL** for cancellation of a booking within 28 days (4 weeks) of the course start date. Participants who have to leave the course part way through (including for reasons of ill health) will receive a partial credit for the next course.

(iii) Cancellation charges required by the venue where HCAP have not been notified in writing at least 2 working days in advance of the course start date must be settled directly by the Client or Participant with the venue.

8. All cancellations must be advised in writing (via email programs@harvard.org.au or fax to 02 8221 9631). If the Client notifies HCAP of a cancellation and HCAP is able to resell the place at the full price then HCAP will waive any applicable cancellation charge.

9. SUBSTITUTIONS

In the event of the Participant being unable to attend the confirmed program, HCAP will accept a suitable substitute Participant.

10. An administration charge of \$500.00 (4.5%) will be charged to the Client for changes made by the Client or Participant to each course booking.

11. We recommend no more than 8 Participants per organisation on each course. However, HCAP may at its sole discretion may permit additional Participants from an organisation after discussion with the Program Director.

12. HCAP reserves the right to vary the Professor(s) teaching each course without notice to the Client or Participant.

13. HCAP reserves the right to refuse training to any Participant or Client at any time.

14. HCAP expects Participants to adhere to standards of behaviour consistent with attendance at higher education or professional development programs. This includes adherence to the standards and rules required by the venue. The Program Director reserves the right to ask any Participant who is proving to be a disruptive influence on the course to leave the course. No refund of course fees will be made to the Client in these circumstances.

15. Participants may retain course materials which they have been expressly given by course faculty.

16. No Participant or Client shall at any time use any information or materials belonging to HCAP including without prejudice to the foregoing generality any intellectual property rights, know-how or course materials, in any way that may prejudice HCAP. Each Client shall require that its Participants shall adhere to this requirement.

17. To the maximum extent permissible at law HCAP accepts no responsibility for any loss or damage of whatever nature incurred by any Participant or Client in connection with any course provided by HCAP.

18. Failure by HCAP to insist upon the strict performance of any term or condition should not be considered a waiver of any rights which HCAP has or may have.

19. Covid safety precautions:

(i) HCAP requests that all participants take a rapid antigen test within 48 hours of arriving at the course, and if the test is positive, the participant does not attend the program. A full credit for the next program will be given if a participant is unable to attend due to a positive Covid test.

(ii) HCAP requires that any participant who develops symptoms of illness during the course must immediately advise the Program Director by telephone and text message. The participant must take a rapid antigen test and isolate in their bedroom while arrangements are made to safely leave the program and return home.
(iii) Participants must comply with any government and venue Covid requirements.

(iv) If any participant becomes ill with Covid during the program, all participants will be advised by the Program Director so that they may make their own personal choices about their well-being.

20. Force Majeure: If either HCAP or a client/participant is unable to carry out its obligations under this agreement due to accident, government restrictions, act of God, war, fire, travel restrictions on faculty, venue disruption or any other cause beyond the reasonable control of HCAP or the client/participant ("force majeure events"), HCAP or the client/participant must give notice to the other party, and to the extent of the inability, HCAP or the client/participant will be excused from its obligations under this agreement without any liability. If HCAP terminates the program under this clause, amounts paid by a client/participant will be refunded in full (less a 10% administration fee), or with the client/participant's agreement, held by HCAP for a similar future program.

21. These Terms and Conditions shall be governed by and construed in accordance with the laws of the state of NSW, Australia.