



Training - the best in the business



HIA GreenSmart Registration Form

Course Cost

Member: \$462 Non Member: \$620



Course Details – Please tick beside the date and venue you wish to attend

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12-13 th March 2009	8.30am – 5.00pm	HIA Office, 25 Blackhawk Boulevard, Thuringowa	☐	Townsville PTTGSM0901
21-22 nd April 2009	8:30am – 5:00pm	HIA Office, 5 Anderson Street, Manunda	☐	Cairns PTCGSM0901
17-18 th June 2009	8.30am – 9.00pm	HIA Office, 244 Victoria Street, Mackay	☐	Mackay PTMGSM0901
29-30 th Sept 2009	8.30am – 5.00pm	HIA Office, 17/214 Quay Street, Rockhampton	☐	Rockhampton PTRGSM0901

OFFICE USE ONLY

Entered on iMIS ? Payment processed ? Receipt & Confirmation sent ?

HIA Member
ID Number:

Course Participant Details – Please Complete ALL fields

Name:

Company: (if applicable)

Address:

Suburb:

Postcode:

Phone:

Mobile:

Email:

Trade:

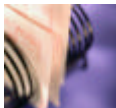
Declaration, I have read and agree to HIA's **Terms & Conditions of Registration** (found overleaf)

Signed: _____ Date: _____

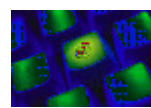
**How to Register – you can use any of the following options –
or please turn over for your local HIA office details**



Fax to
07 4773 1777



Post to:
PO Box 1825,
Thuringowa BC QLD 4817



Online
hia.com.au
Email:
Nth.qld_training@hia.com.au

REGO FORM & FULL PAYMENT MUST BE RECEIVED PRIOR TO SCHEDULED COURSE

I would like to pay by ☐ Cheque The amount of \$ Please make cheques payable to HIA

☐ Credit Card

Visa ☐ MasterCard ☐ Diners Club ☐ American Express ☐

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Expiry Date / Name on the card

Course Summary

Australians are demanding environmentally friendly homes and workplaces

Become a Registered GreenSmart Professional and reap the rewards. The GreenSmart Professional Training Course is a two day workshop designed to equip participants with the skills for designing, building and selling environmentally sustainable housing.

Contents include: Design and operational issues for energy efficiency; Passive solar design and natural ventilation; Selection of water and energy efficient appliances; Soil and sediment control; Sustainable Development; Waste management and recycling; and much more. Marketing sustainable housing to clients will also be a feature for course participants as well as how to market GreenSmart credentials.



Attendance at course includes

- Your Home Technical Manual & DVD + Participant guide
- Lunch daily

HIA GreenSmart Professionals will understand what you're trying to achieve, can deliver your vision and offer good ideas. You will have peace of mind knowing that your home or business provides improved comfort and health for you, your family, your employees + lower running costs + cutting-edge practices, adding value for future resale. Above all, you will own a home or business that is a cut above the rest.

Credit card details will be destroyed once payment has been successfully processed

HIA Contact Details

<u>HIA Offices</u>	<u>Contact</u>	<u>Phone</u>	<u>Fax</u>	<u>Address</u>
Townsville	Janis Blackman	07 4755 6610	07 4773 1777	25 Blackhawk Blvd, Thuringowa, 4817
Cairns	Peter Collins	07 4041 2604	07 4041 2607	5 Anderson St, Manunda, 4870
Mackay	Patricia Anne	07 4957 5467	07 4953 5715	224 Victoria St, Mackay, 4740
Rockhampton	Mark Chapman	07 4927 7699	07 4927 7655	17/214 Quay St, Rockhampton, 4700

ARE YOU STARTING A BUSINESS IN THE CONSTRUCTION INDUSTRY?

You will need:

- Constant updating on government tax and industry issues, the building code of Australia & BSA requirements.
- Insurance tailored for the building industry, the necessary cover, at the right price.
- Contracts which are easily understood, and provide protection, professional training as your business grows. Plus professional advice

Did you know?

HIA Members will receive addition license application assistance

The Housing Industry Association Ltd provides all of the above, plus a 1300 number that will give you on the spot advice, by professionals, at no cost, on the following business issues. Legal, Technical, WH & S, Work cover, Portable, Long Service, Industrial Relations

PLUS

Fleet discount on GMH vehicles, Vodafone discount plans, Fuel discounts, Website referrals

Membership costs are tax deductible!

Can you afford not to be a member?

Call 1300 650 620 today!

Terms and Conditions of Registration

1. To ensure that your enrolment is confirmed, your payment must accompany the enrolment form.
2. HIA requires **FIVE WORKING DAYS** notice of cancellation or transfer in writing otherwise full fees must be paid. Provided 5 working days notice in writing is received, you can either request a full refund of payment or be transferred to another course. (In the instance where course materials have been issued prior to course commencement date, these must be returned in an unmarked condition for refund to be initiated). Registrations cancelled less than 5 working days prior to the commencement of the course will not receive a refund, but may be transferred to another course. A \$20.00 administration fee will be charged if transferring to another course is required.
3. Failure to attend a course or program without prior notification will result in NO refund of course fees, unless evidence of extenuating circumstances is able to be provided by the student, such as:
 - 3.1. Health reasons no longer able to continue (medical certificate required)
 - 3.2. Other extenuating circumstances pertaining to immediate family /loss of job.Request must be formally submitted with appropriate evidence (written application) by the student or place of employment. Submission request will be reviewed by HIA management who will notify you of the outcome within 2 working days
4. You may substitute another participant at any time prior to the start of the course should the nominated person be unable to attend. Notification of this change should be directed to HIA training services as soon as possible to ensure the replacement is registered.
5. HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or be offered the opportunity to transfer to the next available course.
6. HIA guarantees that upon commencement of the course the student will complete the training and assessment services or otherwise refund the student for the proportion services not delivered.
7. *The Student Information Kit* provides detailed information on HIA's Code of Practice and Code of Ethics, student rights and responsibilities, HIA's complaints and appeals policy, procedure and associated forms. ****Please read this document prior to registering in a course****. The Student Information Kit is available for viewing at your local HIA office or online at <http://hia.com.au/Training.aspx> - click on "Enrolment Information".