

APPLICATION FORM

PROFESSIONAL CERTIFICATE IN ARBITRATION



THE UNIVERSITY
OF ADELAIDE
AUSTRALIA

PROGRAM DELIVERY MODE

This program is delivered in a mixed mode over one year, with two face to face workshops per semester and online delivery.

Compulsory Face to Face Workshops are held on:

Friday 28 and Saturday 29 May; Friday 24 and Saturday 25 September

Compulsory Workshops are held in Adelaide and in one other Capital City – dependant on numbers.

Recommended Face to Face Workshops are held at the start of the course on:

Friday 26 and Saturday 27 February (in Adelaide) or Friday 5 and Saturday 6 March

(in one other Capital City – dependant on numbers);

Friday 23 and Saturday 24 July (in Adelaide) or Friday 30 and Saturday 31 July

(in one other Capital City – dependant on numbers)

Preferred alternative workshop location (capital cities only):

Please indicate which introductory session you will be attending.

General Course

Friday 26 & Saturday 27 February, or

Friday 5 & Saturday 6 March

Not attending – will complete online

Advanced Course

Friday 23 & Saturday 24 July, or

Friday 30 & Saturday 31 July

IMPORTANT NOTES

This is an application to the program only. To be selected for this program, you must have one of the following:

1. a recognised university degree plus 2 years practice in relevant field
2. diploma or other tertiary qualification (University or TAFE) plus at least 3 years practice in relevant field
3. a recognised industry-based qualification (eg: training in business management through the Institute of Management) plus at least 4 years experience holding a senior and responsible position within business/industry
4. at least 5 years experience holding a senior position in a field of practice or discipline.

If your application is successful then an official written offer of a place from the University will be made. You must then enrol and pay for the program via the University's standard online enrolment processes – please see our website for complete details.

PERSONAL DETAILS

Please note that your name, as provided on this application, is the name that will appear on all printed documentation, including parchment.

Dr / Mr / Mrs / Miss / Ms

Given Name

Family Names

Mailing address

post code

country

Company/business name

Company position/title

Telephone

day

evening

Mobile

Email

Years of work experience

Main organisation(s) in which experience has been gained

Qualifications

Date of birth (for DEST statistical purposes)

COURSE FEES

General Course Fee: \$2,595 (13 weeks from February to June 2010)

Advanced Course Fee: \$2,595 (13 weeks from July to November 2010)

Total 2010 Program Fee: \$5,190

Payment of fees, including application for FEE-HELP will be made at the time of enrolment.

Please indicate your method of payment for this program:

cheque credit card FEE-HELP (see below)

FEE-HELP

Eligible students can apply for FEE-HELP, an interest-free loans facility for students enrolled in fee-paying postgraduate coursework. For further information, please visit www.goingtouni.gov.au

PROGRAM MATERIAL FEES

Materials for the program maybe purchased separately through Professional and Continuing Education (PCE). The Program Materials pack includes:

- A Guide to Arbitration Practice in Australia 2006, a textbook authored by leading academics, professionals and practising arbitrators
- Arbitration DVD and booklet
- Printed copy of tutorial questions and other program materials (also available online)
- Additional materials for the Advanced Course (to be sent prior to this Course)

Please indicate if you will be purchasing the course materials below. You will be sent an invoice for payment.

\$352 Course Materials (includes GST)

\$132 Course Materials (includes GST) - discount for members of The Institute of Arbitrators and Mediators Australia (IAMA)

For more information about membership to IAMA see their website: www.iama.org.au

REFUND AND CANCELLATION

The University reserves the right to cancel the course if insufficient enrolments are reached.

In the event of a participant cancelling enrolment after commencement of the course, penalty payment of \$100.00 will apply.

No deferment or refund will be offered after the census date, 31 March 2010.

I have read and accept the refund and cancellation conditions.

Signature

PLEASE INDICATE HOW YOU FOUND OUT ABOUT THE COURSE:

Journal (please specify)

Newspaper (please specify)

IAMA website PCE website Flyer Email

Letter PCE Brochure Word of mouth

Other (please specify)

CLOSING DATE FOR 2010 PROGRAM



Monday 8 February 2010

Applications for the General Course.

Please complete and fax or mail to:

Professional and Continuing Education (PCE)
The University of Adelaide, SA 5005

T: 08 8303 4777 **F:** 08 8303 4411

E: pce@adelaide.edu.au

www.adelaide.edu.au/arbitration