



## Application Form

### What to do with your application form

- Ensure all sections of the Code of Conduct, Nomination Form and Payment Form/Tax Invoice (where applicable) are complete (see attached)
- Sign the forms (Applicant's Signature)
- Fax to Australian Emergency Management Institute on 03 5421 5272

### What happens next?

When your application arrives at AEMI it will be processed and an email acknowledging receipt of your nomination will be forwarded to you within 5 working days.

*You will not be registered until your course fees have been paid.*

### Cancellation policy

If you cancel your application 7 days prior to the program commencement you will receive a refund of your registration fee minus a \$165.00 (including GST) administration fee.

If you cancel your application within 7 days of the program commencement you will *not* be eligible for a refund, however, a substitute delegate may take your place.

### Program cancellation

AEMI reserves the right to cancel or re-schedule programs at short notice. Enrolled participants will be advised 14 days prior to the commencement of a program if this is to occur, unless unforeseen circumstances cause the late cancellation of the program.

AEMI accepts no liability for any expenses incurred by participants if a program is re-scheduled or cancelled.

## Code of Conduct

**Purpose:** To define the responsibilities for those people attending the Institute.

**Scope:** This policy applies to all people attending the Institute.

**Definitions:** **Institute** means Australian Emergency Management Institute Institute, Mt Macedon

**Staff** means an employee of Australian Emergency Management Institute or their contractor

**Misconduct** means any behaviour contrary to the Code of Conduct. This may mean that behaviour has been prejudicial to the good order and running of the Institute, impairs the freedom of other person/s, or may bring the Institute into disrepute.

**Property** means the buildings, contents of the buildings, grounds and equipment

### Code

All attendees will act in accordance with any reasonable direction from a member of staff relating to their behaviour.

Emergency Management Australia Institute expects that attendees will **not**:

- use language or behaviour that may cause offence to other people
- engage in behaviour that may be seen as discriminatory, which includes but is not limited to sexual, religious, racial, or gender
- bring onto site any alcohol or illicit drugs (as defined by the Crimes Act 1958 & Controlled Substances Act 1981)
- wilfully or negligently damage, or remove any property
- harass others (either physically or verbally)
- cheat or plagiarise in respect to assessment.

Anyone feeling offended by the actions of another person attending AEMI has the right to ask for the actions to stop. If this person's actions do not cease, you should notify an AEMI staff member.

Emergency Management Australia reserves the right to remove any person for misconduct and notify their employer/State Authority of their behaviour and seek recompense for any damage incurred.

I have read this document and understand my rights and responsibilities.

---

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Nomination Form

Client Number:  
(AEMI use only)

Vendor Number:  
(AEMI use only)

Activity Number	Start Date	Finish Date
Activity Name		

## Personal Details

Name:	Title	Surname	Other Names	
Preferred Name:				
Date of Birth:		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Organisation Name				
Organisation / Workplace Address				
Suburb		State	Postcode	
Email:				
Phone (Home)		Phone (Bus)		
Fax		Mobile		
Home Address				
Suburb		State	Postcode	
Next of Kin		Contact		
Are you from an Aboriginal or Torres Strait Islander background?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Additional Information

Do you require assistance with your studies because of;

Disability       Language / literacy issues

Do you have any specific dietary requirements?  Yes (please provide details below)     No

Do you have any medical conditions?  Yes (please provide details below)     No

*Should you require non urgent medical assistance, Australian Emergency Management Institute will assist in making an appointment at the nearest medical facility and arranging for your transport to and from the medical facility by taxi. All costs and charges associated with the transport and medical appointment and subsequent prescriptions are to be borne by the requesting individual.*

*The Institute will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the Institute's Code of Practice Policy and the Commonwealth Privacy Act 1988. You may obtain access to your personal information held by the Institute by contacting AEMI Administration on (03) 5421 5100 and submitting the required authorisation.*

**Applicant's Signature:**

---

