



By paying the Registration Fee you (“You”) are: entering into a legal agreement between The Australian Council for Educational Research Ltd (ABN: 19 004 398 145) (“ACER”)

The legal agreement includes the terms and conditions that follow in this document (“the Agreement”).

In this Agreement unless the context otherwise requires:

1. **Event** means the **ACER M Level Accreditation Program** to be held in 2016 conducted by ACER;
2. **Program** means the program of events and services to be provided at the Event as issued by ACER;
3. **Registration Fee** means the registration fee specified in the registration form for the Event You registered for;
4. **Registration Form** is the **ACER M Level Accreditation Program** registration form You completed at <https://www.acer.edu.au/professional-learning/events/acer-m-level-accreditation>
5. All currency referred to is Australian currency;

Terms and Conditions:

- **Registration:**
 - ACER reserves the right to refuse or cancel Your registration in its sole discretion even if a Registration Fee has been paid by You;
 - In the event of any such refusal or cancellation ACER will refund any Registration Fee paid by You;
 - You may cancel Your registration: only in writing; at any time prior to a date three weeks before the Event. After that date, if you cancel your Registration:
 - no refund will be available;
 - ACER will, however, endeavour to register You for a similar event;
 - You will incur an administration fee;
 - If You do not attend the Event for reasons other than a serious failure in respect of the Event no refund will be issued.
- **Payment**
 - Payment of the Registration Fee by credit card may be made at any time before close of registration for the Event;
 - In the event You are invoiced for payment of the Registration Fee then payment must be received on a date prior to three weeks before the Event. Normal invoice payment terms of 30 days are not applicable.
- **Registration Fee:**
 - Is GST inclusive;
 - Payment is required within at least three weeks prior to the Event. If payment is not received within that time, ACER reserves the right to cancel Your registration without further notice.
- **Event and Program:**
 - ACER reserves the right to cancel the Event if minimum numbers are not met. In this instance a full refund or transfer of money to another event of the same value is available. ACER recommends that participants do not make any travel arrangements until such time as the Event has been confirmed to proceed. ACER will not be liable for any other associated costs such as accommodation or travel costs including flights incurred by participants.
 - The Event will be confirmed to proceed at least 21 working days prior to the date the Event is to be held;
 - Event registration is only confirmed when full payment has been received from the participant 3 weeks prior to the event;
 - For reasons beyond ACER’s control the Program may change;
- **Behaviour:**
 - ACER reserves the right to prohibit entry of any person to the Event, or eject any person from the Event based on behaviour deemed inappropriate by ACER staff and/or its agents and others working under its authority;
- **Privacy notice:**
 - ACER is concerned with the protection of your privacy. It is bound by the *Privacy Act 1988* (Cth), as amended from time to time;
 - ACER collects and stores your personal information for the purposes of providing the Event;
 - Your personal information may be used for:
 - **Communication by ACER:** ACER may use your details to promote products and services in the form of email communications and/or other types of communication. An unsubscribe facility will be provided in email communication;
 - **For the purposes of the Event:** Your details will be provided to parties directly related to the Event including Event managers, venues and accommodation providers for the purpose of bookings, catering needs and other conference options; and
 - Your personal information will be managed in accordance with ACER’s privacy policy which may be viewed at <https://www.acer.edu.au/privacy>