

# Terms & Conditions

As at 18 January 2019

## 1. Membership Subscriptions:

All members agree to comply with:

- The [Code of Ethics](#)
- The International [Standards](#) for the Professional Practice of Internal Auditing and
- The [CPE](#) policy

Failure to comply may lead to sanctions under the IIA-Australia's [disciplinary process](#).

### Communication preferences

By joining IIA-Australia you consent to receiving emails related to your membership and IIA-Australia. Please refer to our [Privacy Policy](#).

### Subscriptions

- **Individual**

The individual annual membership subscription fee is non-transferrable.

Subscriptions fall due annually on 1<sup>st</sup> July; members will receive email notification of the amount due two months in advance. If payment is not received within three months of the due date, membership will lapse. IIA-Australia then reserves the right to impose a re-application fee in addition to the standard subscription.

A joining fee of \$110 AUD applies to all individual memberships unless an exception applies. For details on exceptions please contact IIA-Australia.

- **Group**

An initial group membership setup fee of \$375 applies to all group memberships. An annual group membership management fee applies to each group membership, as follows:

Group Size	Annual Management Fee
<b>3 – 10 Members</b>	\$55
<b>11 – 25 Members</b>	\$125
<b>26 – 50 Members</b>	\$250
<b>50 + Members</b>	\$350

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## 2. Events and Training courses:

The word 'event' refers to all our conferences, workshops, webinars, members meetings, professional development training courses, dinners and other networking occasions.

### Invoicing, Payment & Registration

- If an invoice is requested for an event, payment must be received within 14 days of the invoice date.
- The registration for events will not be processed until full payment is received.
- For professional development training courses, the registration fees include course manual, certificate of attendance, lunch and morning and afternoon teas on each day of the course

### Cancellation Fees

All cancellations must be notified in writing to IIA-Australia.

No refunds will be given for non-attendance.

The following cancellation fees apply for all events except SOPAC®:

- Cancellations received 15 days or more before the event: 15% fee applies
- Cancellations received between 14 days and 8 days before the event: 25% fee applies
- Cancellations received within 7 days before the event: 100% fee applies

For SOPAC®, the following cancellation fees apply:

- Cancellations received 35 days or more before the event: No fee applies (full refund given)
- Cancellations received between 34 days and 22 days before the event: 15% fee applies
- Cancellations received within 21 days before the event: 100% fee applies

### Cancellation by the IIA-Australia

We reserve the right to alter published programs, speakers and venues without prior notice. However, events are intended to be provided as advertised. Professional development training courses are subject to sufficient participant numbers. If the event has to be cancelled, you will be notified at least one week in advance of the event. Our liability is limited to a full refund of the event fee only.

**No compensation will be paid for any other costs incurred by the delegate, such as travel or accommodation.**

The IIA-Australia accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control.

### Transferring your place to someone else

If you are unable to attend an event, you can send someone else in your place provided that person meets the entry requirements of the event. Please notify us in advance so that we can update our delegate list. If the replacement delegate is not entitled to attend at the same price (for example if an IIA-Australia member sends a non-IIA-Australia member in his or her place) then the difference in fees must be paid before the event is held.

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Level 7, 133 Castlereagh Street, Sydney NSW 2000 | PO Box A2311, Sydney South NSW 1235

T +61 2 9267 9155 F +61 2 9264 9240 E [enquiry@iaa.org.au](mailto:enquiry@iaa.org.au) [www.iaa.org.au](http://www.iaa.org.au)

ABN 80 001 797 557

## Transferring fee to another event

Transferring your registration to another event 15 or more days prior to the event incurs a fee of 10% of registration fees. Transferring registration to another event within 14 days prior to the event is not permitted.

## Liability

The IIA-Australia does not accept responsibility for anyone acting as a result of information or views expressed by speakers. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the IIA-Australia.

## Intellectual property

The Intellectual Property Rights in the events are owned by, and shall remain vested in, the IIA-Australia and/or its appointed training provider(s).

# 3. Graduate Certificate in Internal Auditing

All invoices should be paid 14 days from the date of issue of the invoice.

Please refer to the [Candidate Fees and Tuition Assurance Policy](#) for information about withdrawals and deferrals.

## 4. Jobs Board

The IIA-Australia Jobs Board is managed by Community Brands. All relevant terms and conditions relating to job postings can be found on the Jobs Board website [jobs.iaa.org.au](http://jobs.iaa.org.au)

## 5. Refunds and Credits Policy

All refund and credit requests must be notified in writing to IIA-Australia. Your refund will be processed based on your original payment method.

If payment is made by credit card, the refund will be reversed to the same credit card used to make the payment. However, if the credit card is expired or cancelled then an EFT refund can be processed provided a written confirmation is received from the authorised personnel.

If your organisation has paid the invoice, then the refund can only be made to the organisation and not to the individual for which it was paid. For all EFT refunds please provide the following details:

BSB:  
Bank Account Number:  
Swift Code (for International refunds)  
Account Holder Name:  
Bank Name:

A bank fee of AU\$25 will apply on International refunds processed.

IIA-Australia also allows the option of keeping the credit on file. The credits expire 12 months from the date they were generated. They can be used against any service or product offered by IIA-Australia within 12 months except conference credits which can only be used against other conferences. During these 12 months IIA-Australia will

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send a reminder about using the credit. However, if the contact details provided to IIA-Australia are not updated or are incorrect or insufficient, then IIA-Australia does not hold responsibility for informing the contact. The credit will then be forfeited in 12 months. IIA-Australia can be contacted at any time to enquire about available credits.

Overpayments can also be kept as credit for 12 months or refunded within 3 months if requested. You will be responsible for informing IIA-Australia within 3 months of the overpayment to be eligible for the refund.

The credit card surcharges will **only** be refunded when the cancellation or overpayment has resulted from an action of IIA-Australia. In all other cases, credit card surcharges are not refundable and are not kept on credit. For instance, if IIA-Australia changed the dates of a professional development training course and a refund was requested, then a full refund including the credit card surcharge will be processed. However, if a registrant cannot attend the course due to a change in their circumstances, the credit card surcharge will not be refunded or kept as credit.

For more information contact [enquiry@iia.org.au](mailto:enquiry@iia.org.au) or call us at +612 92679155.

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