

# INDIVIDUAL MEMBERSHIP



INSTITUTE OF  
PUBLIC ADMINISTRATION  
AUSTRALIA

Email your completed membership form to [members@ipaawa.org.au](mailto:members@ipaawa.org.au) or mail to **PO Box 288, Bull Creek WA 6149**. Write clearly using BLOCK letters and tick the appropriate boxes. For all enquiries phone (08) 9360 1400 or email [members@ipaawa.org.au](mailto:members@ipaawa.org.au).

I wish to:

- Renew my membership     Join IPAA WA

<b>Contact Details</b>		
Title	First Name	Last Name
Date of Birth	Position	
Organisation/Agency		
Mailing Address		
Phone	Mobile	
Email		

**Business News**

I would like to receive a one-off 3 month subscription to Business News.

Personal Membership	Associate Membership
<input type="radio"/> <b>Personal Member</b> \$150 or \$13/month	<input type="radio"/> <b>Associate Member</b> \$60 or \$5/month
<input type="radio"/> <b>Young Professional (Personal)</b> (aged 35 & under) \$130 or \$11/month	<input type="radio"/> <b>Young Professional (Associate)</b> (aged 35 & under) \$60 or \$5/month
<input type="radio"/> <b>Young Professional (Regional)</b> \$110 or \$10/month	<input type="radio"/> <b>Full Time Student</b> \$60 or \$5/month
<input type="radio"/> <b>Regional</b> \$110 or \$10/month	
<input type="radio"/> <b>Retired</b> \$110 or \$10/month	

OFFICE USE ONLY

EP \_\_\_\_/\_\_\_\_/\_\_\_\_

PP \_\_\_\_/\_\_\_\_/\_\_\_\_

PS \_\_\_\_/\_\_\_\_/\_\_\_\_

EP ID: \_\_\_\_\_ BK ID: \_\_\_\_\_

**Payment Type**  
Please select your payment type:

<input type="radio"/> One-off payment	<input type="radio"/> Yearly Direct Debit Ongoing and automatic - Credit Card payment only
<input type="radio"/> Cheque Please post to the address listed at the top of this page	<input type="radio"/> Monthly Direct Debit Ongoing and automatic - Credit Card payment only
<input type="radio"/> Electronic Funds Transfer (see reverse)	

**Payment Details**  
Credit Card Payments

<input type="radio"/> Visa	<input type="radio"/> MasterCard
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Card Number:

Expiry: Month   Year

Name on Card \_\_\_\_\_

Authorised Amount: \$ \_\_\_\_\_  
(Yearly one-off amount OR Monthly/Yearly Direct Debit amount)

Signature \_\_\_\_\_

**Terms and Conditions**

I agree to the Terms and Conditions of my Membership.

Please view the back of this form or visit [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au)  
Membership is valid for 12 months from the date of payment.

## IPAA WA Membership

Annual membership fees for Corporate Members are due in full at the end of each financial year and after 12 months from date joined for Personal/Associate Members. The following terms and conditions apply to Institute Membership products and services. Information provided by Institute members will only be used in accordance with our Privacy Policy.

### Period

The Institute's Corporate membership year follows the financial year cycle from 1 July to 30 June, and you may join at anytime. Personal and Associate Membership is a 12 month rolling membership, and you may also join at any time.

### Benefits

Membership with the Institute entitles members to certain benefits, privileges and/or offerings. The nature and extent of these benefits are detailed in the current Membership brochure and on the website. The Institute may alter the benefits, privileges and/or offerings associated with Membership at any time without prior notice to members.

### Failure to pay

Corporate membership fees are due by 30 June, so members are financial from 01 July. If a member does not pay their membership fees by the due date, they will cease to be a member and all benefits and privileges will cease.

If an individual does not wish to renew their membership, they must notify the Institute by sending a written notice or an email to [members@ipaawa.org.au](mailto:members@ipaawa.org.au) no later than 14 days after the renewal date. If an Individual Membership does lapse, the individual must not use the professional post nominal after their name (e.g. MIPAA) or claim to be a member of the Western Australian Institute of Public Administration Australia.

### Cancellation/Refund/Transfer policy

The Institute does not provide refunds on membership fees. Institute memberships of any category or type are not transferable.

### Changes to membership terms and conditions

The Institute may alter these terms and conditions of membership at any time without prior notice. The Institute will attempt to notify members of any variations but is not liable to do so. If you have any queries regarding any of the above terms and conditions of membership please do not hesitate to contact the Institute on (08) 9360 1400.

## Membership Payments

Membership payments may be made via one of the following;

### 1. Credit Card

Only Visa and MasterCard payments will be accepted. All credit card details and the card holder's signature must be completed on the Membership Invoice and faxed / emailed back to the Institute to process. Personal / Associate Members can pay their membership fees online using their credit card details and an invoice and receipt will be sent once payment has been made.

### 2. Electronic Funds Transfer (EFT)

For all EFT payments, please send a remittance advice with payment details to [accounts@ipaawa.org.au](mailto:accounts@ipaawa.org.au). Payments can be made to:

Bank: National Australia Bank  
ACC Name: Institute of Public Administration Australia (WA)  
BSB: 086-006  
ACC: 12-523-5911  
REF: 'Your Name' and Membership Number if renewing

### 3. Cheque

Mail a copy of your invoice with a cheque for the total membership fee to:

IPAA WA  
PO Box 288  
BULL CREEK WA 6149

### 4. Direct Debit

Direct Debit is only available for WA Fellow, Personal and Associate Membership. **Monthly Direct Debit:** Deductions from a Mastercard or Visa credit card account will be processed automatically on the 10th of each month (or first business day after that). You may terminate your monthly direct debit membership at any time after the minimum 12 month membership period has been met, by writing to the Institute at least 14 days before the cancellation date in order for the termination to be processed. **Yearly Direct Debit:** Deductions from a Mastercard or Visa credit card account will be processed automatically once per year on the date your membership is due to expire (or first business day after that). You may terminate your yearly direct debit membership at any time after the minimum 12 month membership period by writing to the Institute at least 14 days prior to your membership expiring. If you terminate your yearly direct debit part-way through your membership, no refund or credit will be provided for your remaining membership period.

### Your Responsibilities

It is your responsibility to ensure that your credit card is valid so that payments can be made on a due direct debit date. If a payment fails to process, it is your responsibility to organise an alternative arrangement to ensure the payment is made. You may also be liable to pay any administrative costs incurred by IPAA WA as a result of this failed payment.

It is your responsibility to advise IPAA WA of any changes to your credit card details 14 days before the next direct debit date.

This agreement is binding between yourself and IPAA WA. It will not be cancelled by you before the minimum 12 months have been paid.