**2024 In-School Program**

**Registration Form**

ABN 17 078 582 019

**Email to ABW:** **abw@abw.org.au**

**We wish to register to run an ABW In-School program**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: Suburb: State: Postcode:

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: Position:

Phone: Mobile:

Email:

Person proposed to run ABW program (if different to contact person above)

Name: Faculty/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Students undertaking the program are in Yr: Estimated number of students to participate:**

**First Date of the ABW Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Date of the ABW Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

✓ Please tick selected simulation

**□** Café Simulation  **□** Hospitality Simulation **□** IT Simulation

**□** Manufacturing Simulation **□** Retail Simulation

**The ABW Materials are Copyright.**

The school warrants that by completing this agreement that all ABW materials are copyright and will not be copied or used for any purpose including education, apart from the operation of a licensed ABW program.

I agree to the conditions outlined above and the terms of payment overleaf.

Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Charges and Payment Terms**

Register prior to **31st December 2023** to run an In-school program any time in **2024** and we will discount the registration and participant fees by **10%**. Further discounts will apply for student numbers in excess of 100.

|  |  |
| --- | --- |
| **10% discount**If registering prior to 31st December 2023 | If registering from 1st January 2024 |
| ~~$330~~ **$297** Registration Fee | $330 Registration Fee |
|  |  |
| ~~$60.00~~ **$54.00** each participants 1 – 100 | $60.00 each participants 1 – 100 |
| ~~$50.00~~ **$45.00** each participants 101 – 200 | $50.00 each participants 101 – 200 |
| ~~$40.00~~ **$36.00** each participants 201+ | $40.00 each participants 201+ |

**ABW Fees** comprise of a **registration fee** charged to each institution running an ABW program plusa **participant fee** for each participant.

Note: Both the Registration and Participant Fees are **GST Exempt**.

**Registration Fee**

The registration fee is an annual fee which allows the institution to run one or more ABW programs at any time during

the calendar year for which the fee is paid. Please tick the applicable box.

* Our payment for the annual registration fee is attached.
* Our payment for the annual registration fee has already been paid. (Date\_\_\_\_\_\_\_\_\_\_\_\_\_)
* Our payment will be made upon receiving an invoice from ABW.

The registration fee should be made payable to:

**Australian Business Week**, PO Box 2335, North Parramatta NSW 1750

or by electronic transfer to the Commonwealth Bank Parramatta BSB 062-223 Account 2801 0548 with confirming email to ABW abw@abw.org.au

**Resource Kit –** Upon receipt of your registration fee login keys will be provided to the nominated teacher coordinator to gain access to our comprehensive resources via our online Support Site. Here you will find all the materials that you need: program templates; letter templates for communicating with students, parents, mentors, speakers, judges, and supporters; simulation information; administration, mentor and participant manuals; how to guides and Finance, Marketing and Operations E-learning videos. Telephone and online support is provided for teachers.

**Participant Fee**

The participant fee is calculated on a sliding scale based on the volume of participants and any applicable promotional factors set out above. At the completion of the program an invoice will be raised by ABW and sent to the school charging $60 for each of the first 100 participants and reducing by the following scale for numbers of participants in excess of 100. Note: **Prices are based on registration prior to discount (if applicable)**.

No. of participants  (       )      001 – 100 participants at $60 = $\_\_\_\_

                        No. of participants  (       )      101 – 200 participants at $50 = $\_\_\_\_

No. of participants  (       )      201 – 300 and over at $40 = $\_\_\_\_

**Total No               (       )                       Total Fee                   $\_\_\_\_\_\_**

**For example:**

120 students participating = 100 participants at $60 = $6000

 20 participants at $50 = $1000

 = $7000

To calculate average fee per participant divide total fee by total number.

Mentors are provided with a Mentor Manual, Participant Manual and will receive a Certificate of Appreciation.

Participants will receive an ABW Certificate of Participation.