

TEO's Subscription Service

Make your training budget stretch further with TEO's Subscription Service



Subscribe to TEO's Subscription Service to receive great value training from as little as \$71.15 per hour, with bonus valuable course resources, and flexible payment options.

You can use your CPD hour credits to register for face-to-face courses or online webinars. You also receive course materials and can purchase additional CPD hours at a reduced rate.

There's no fuss with trying to arrange payment or missing out on early bird specials - being a subscriber entitles you to the same great rate no matter when we receive your registration.

Each subscription membership is for one year.

15 CPD hours

\$100 per month/\$1,200 per year.

Includes:

- 16.5 CPD hours in total, made up of 15 CPD hours (face-to-face or webinar) and 1 x 1.5 hour webinar (works out to \$72.75 per CPD hour)
- 4 x PDF course papers
- Additional hours at \$88 per hour
- Restricted to sole practitioners and small practices only*

30 CPD hours

\$200 per month/\$2,400 per year.

Includes:

- 33 CPD hours in total, made up of 30 CPD hours (face-to-face or webinar) and 2 x 1.5 hour webinars (works out to \$72.75 per CPD hour)
- VIP Area Membership
- Additional hours at \$80 per hour
- Restricted to sole practitioners and small practices only*

45 CPD hours

\$300 per month/\$3,600 per year.

Includes:

- 49.5 CPD hours in total, made up of 45 CPD hours (face-to-face or webinar) and 3 x 1.5 hour webinars (works out to \$72.75 per CPD hour)
- 5 x PDF course papers
- Additional hours at \$88 per hour

60 CPD hours

\$400 per month/\$4,800 per year.

Includes:

- 67.5 CPD hours in total, made up of 60 CPD hours (face-to-face or webinar) and 5 x 1.5 hour webinars (works out to \$71.15 per CPD hour)
- VIP Area Membership
- Additional hours at \$80 per hour

Custom Solution

Need a bit more, or need something in between options? Give TEO a call to discuss a custom option for you.

Package Summary:

	15 CPD hours	30 CPD hours	45 CPD hours	60 CPD hours	Custom
Price per month	\$100	\$200	\$300	\$400	Talk to TEO about what number of hours suit you. There's a \$100 minimum for sole practitioners and small practices* and a \$300 minimum for practices above 10 staff.
Total price	\$1,200	\$2,400	\$3,600	\$4,800	
Webinar	1 x 1.5 hour webinar	2 x 1.5 hour webinars	3 x 1.5 hour webinars	5 x 1.5 hour webinars	
Total CPD included	16.5 hours	33 hours	49.5 hours	67.5 hours	
Course Material	4 PDF Papers	VIP Area Membership	5 PDF Papers	VIP Area Membership	
Cost of additional hours	\$88 per hour	\$80 per hour	\$88 per hour	\$80 per hour	
Firm size restrictions	Limited to sole practitioners and small practices only*		None	None	
Value	Valued at over \$2,000 - save nearly \$800	Valued at over \$3,900 - save over \$1,500	Valued at over \$5,200 - save over \$1,600	Valued at over \$7,100 - save over \$2,300	

Payment Options:

Payment can be made via monthly payment over the term of the subscription, or can be paid in one lump sum.

Monthly payments can be made via direct debit or credit card#. Lump sum payments can be paid by credit card# (via the form on page 2 or online at www.teo.co.nz > Subscription Service), direct credit/bank deposit or cheque.

*Small practices are defined as practices employing under 10 professional staff (i.e. accountants or lawyers) only

#Credit card transactions incur a 3% surcharge

TEO's Subscription Service

Rules and restrictions



To subscribe to any of the options, simply complete the application form (page 2) and return to TEO Training. If you've got registrations you'd like processed, you can send those through at the same time.

If you're wanting to pay by direct debit, please complete the applicable form, and return both pages.

Should a firm require a different number of CPD hours than the standard packages offered, TEO and the firm can adjust a package to suit the firm's needs. The minimum level is determined by the firm's size, as per the restrictions on the standard levels.

To register on a course, subscribers simply complete a registration form as usual and select payment option "Subscriber". Subscribers are not able to register online.

Subscribers receiving course material as part of their package can either opt to receive their materials straight away, or on an ad-hoc basis. To order, complete an order form and select payment option "Subscriber".

Subscribers receiving VIP Membership as part of their package will be emailed login details for the area on commencement of their subscription. They will have full access to TEO course material and recorded webinars for the duration of their subscription. The webinars available for viewing do not qualify towards verified CPD hours.

If a subscriber runs out of credits, they may purchase additional hours from TEO for the amount specified by their subscription level (either \$88 or \$80 per hour). They can purchase these on an as-needed basis, or may purchase another block of credits, i.e. buy another 15 CPD hours (these must be paid for at the time of ordering).

Important points to note:

One order contact is to be nominated to receive correspondence, i.e. CPD balance statements. TEO is unable to set up multiple order contacts.

15 and 30 CPD hour plans are restricted to sole practitioners and small practices only, which are defined as employing under 10 professional staff (i.e. accountants and/or lawyers).

TEO's "Register 3 and the 4th goes free" offer does not apply for subscribers.

If you have registered for a course with your subscription and cannot attend, we can substitute or transfer the attendees. For cancellations, a credit to your vouchers will be applied when TEO receives notice **prior** to the day the course commences.

Subscriptions are limited to one per firm, per branch. For example, if the Auckland branch of a firm purchases the subscription, only the Auckland staff may use the credits.

The date of the invoice is the commencement date of your subscription plan. A firm may only purchase one subscription per year. Subscribers have one year from the date of the invoice to redeem CPD hours. For example, if you sign up on 18 March 2013, you have till 18 March 2014 to register staff for courses. This means that staff can attend courses post-18 March 2014, as long as they were registered by the CPD expiry date.

Where payment is by monthly instalment:

Payment can be made by direct debit or recurring credit card transaction. For credit card transactions, a 3% surcharge is incurred.

An initial invoice for the total amount owing will be raised when your order is received. Payment is to be made in equal amounts over the subsequent 12 months. Payment is due by the 20th day of each month, commencing the month following the invoice date, unless agreed in writing prior. For direct debits, we need to give you at least 10 working days notice of payments commencing, so if you sign up for a subscription plan less than 10 working days prior to the 20th of the month, your payments will commence the following month. There are additional terms and conditions associated with direct debits, please review the conditions on page 2 of the direct debit authority form.

We may charge interest on overdue amounts at the rate of 5% over the current 90 day bank bill rate. If your account remains unpaid and there is no satisfactory explanation for non-payment, we may a) start proceedings to recover the amount owed, plus default interest and and collection costs incurred; and/or b) Subscriber Credits will be frozen and your registration on any upcoming courses will be cancelled.



Name of account to be debited:

AUTHORITY TO ACCEPT DIRECT DEBITS
(Not to operate as an assignment or an

Account details:

Bank	Branch number	Account number	Suffix
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To the Manager: please print full postal address clearly

Bank	
Branch	
Address	

AUTHORISATION CODE

0	2	2	3	8	4	6
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Date:

I/We authorise you until further notice in writing to debit my/our account with you with all amounts which

TEO Training Limited
(hereinafter referred to as the Initiator)

the registered initiator of the above Authorisation Code, may initiate by Direct Debit.

I/We acknowledge and accept that the Bank accepts this authority only upon the conditions listed on this form.

Information to appear in my/our bank statement:

Payer Particulars	Payer Code	Payer Reference
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Name of Account

Authorised Signature(s)

<p>Approved</p> <p>_____</p> <p>2384</p> <p>12 12</p>	<p>For Bank Use Only</p> <table border="1"><tr><td>Date Received:</td><td>Recorded By:</td><td>Checked By:</td></tr></table> <p>Original – Retain at Branch Copy – Forward to Initiator if requested</p>	Date Received:	Recorded By:	Checked By:	<p>BANK STAMP</p>
Date Received:	Recorded By:	Checked By:			

CONDITIONS OF THIS AUTHORITY TO ACCEPT DIRECT DEBITS

1. The Initiator:

- (a) Undertakes to give notice to the Acceptor of the commencement date, frequency and amount at least 10 calendar days before the first Direct Debit is drawn (but no more than 2 calendar months). This notice will be provided in writing (including by electronic means and SMS where the Customer has provided prior written consent (by electronic means including SMS) to communicate electronically).

Where the Direct Debit System is used for the collection of payments which are regular as to frequency, but variable as to amounts, the Initiator undertakes to provide the Acceptor with a schedule detailing the amount and each payment date.

In the event of any subsequent change to the frequency or amount of the Direct Debits, the Initiator has agreed to give advance notice of at least 30 days before the changes comes into effect. This notice must be provided in writing (including by electronic means and SMS where the Customer has provided prior written consent (including by electronic means including SMS) to communicate electronically).

- (b) May, upon the relationship which gave rise to this Authority being terminated, give notice to the Bank that no further Direct Debits are to be initiated under the Authority. Upon receipt of such notice the Bank may terminate this Authority as to future payments by notice in writing to me/us.

2. The Customer may:

- (a) At any time, terminate this Authority as to future payments by giving notice of termination to the Bank and to the Initiator by means agreed by the customer, Bank and Initiator .
- (b) Stop payment of any Direct Debit to be initiated under this authority by the Initiator by giving written notice to the Bank prior to the Direct Debit being paid by the Bank.
- (c) Where a variation to the amount agreed between the Initiator and the customer from time to time to be Direct Debited has been made without notice being given in terms of clause 1(a) above, request the Bank to reverse or alter any such Direct Debit initiated by the Initiator by debiting the amount of the reversal or alteration of a Direct Debit back to the Initiator through the Initiator's Bank PROVIDED such request is made not more than 120 days from the date when the Direct Debit was debited to my/our account.

3. The Customer acknowledges that:

- (a) This authority will remain in full force and effect in respect of all Direct Debits passed to my/our account in good faith notwithstanding my/our death, bankruptcy or other revocation of this authority until actual notice of such event is received by the Bank.
- (b) In any event this authority is subject to any arrangement now or hereafter existing between me/us and the Bank in relation to my/our account.
- (c) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the Bank except in so far as the Direct Debit has not been paid in accordance with this authority. Any other dispute lies between me/us and the Initiator.
- (d) Where the Bank has used reasonable care and skill in acting in accordance with this authority, the Bank accepts no responsibility or liability in respect of:-
- the accuracy of information about Direct Debits on Bank statements; and
 - any variations between notices given by the Initiator and the amounts of Direct Debits.
- (e) The Bank is not responsible for, or under any liability in respect of the Initiator's failure to give notice in accordance with 1(a) nor for the non-receipt or late receipt of notice by me/us for any reason whatsoever. In any such situation the dispute lies between me/us and the Initiator.
- (f) Notice given by the Initiator in terms of clause 1(a) to the debtor responsible for the payment shall be effective. Any communication necessary because the debtor responsible for payment is a person other than me/us is a matter between me/us and the debtor concerned.

4. The Bank may:

- (a) In its absolute discretion conclusively determine the order of priority of payment by it of any monies pursuant to this or any other authority, cheque or draft properly signed by me/us and given to or drawn on the Bank.
- (b) At any time terminate this authority as to future payments by notice in writing to me/us.
- (c) Charge its current fees for this service in force from time-to-time.