



AUSTRALIAN PARACHUTE FEDERATION

PO Box 1440, Springwood Qld 4127

P-(07) 34570100 ~ F-(07) 34570150 ~ E-apf@apf.com.au ~ W- www.apf.com.au

ABN: 75 061 266 510

4 August 2017

Dear Chief Instructor and Club officers,

STANDBY STUDENT MEMBERSHIP APPLICATIONS [PINK CARDS]

This procedure replaces all previous procedures sent to you with booklets of Student Membership Application forms (pink cards). It is also notification of the revised procedure and fees associated with their use. This new procedure applies from 1 September 2017.

PURPOSE

The pre-printed student application forms are for **standby use only**, by your club when the APF online student registration system cannot be accessed. These paper forms are not for use in the normal course of business. Their use is to be considered an interim step prior to your data entry into the APF online system.

There is no upfront payment for the printed Pink Card booklets – costs of used cards will vary depending on who does the data entry, with the discount applying for Club data entry. Use of the APF online system will reduce administrative burden and avoid delays processing applications.

PROCEDURE

1. When your club's access to the APF online student registration system is interrupted, student registrations may be done on "Pink Cards" (the registration forms in the booklet). The use of photocopied student application forms is strictly prohibited unless authorised by CEO.
2. The club is responsible for ensuring all information is accurately captured on this pre-printed form and signed-off by the student and witness, and that it is accompanied by an accepted Club paper waiver (the Parachuting Contract).

Note: APF system outages are uncommon and if they occur, are usually of short duration. Lack of system access may more often be a result of connection or Internet issues.

3. When club access to the online system is restored, the club should enter the information from the pink card into the online student registration system. The number on the Pink Card (top-right) is to be entered as the APF student number. When data entry is completed, the form should be marked as "Entered".

This data entry must be completed within **seven** days of the date of application. If this entry is done correctly, the APF fee remains at the discounted rate of **\$17.00** per registration.

Continued over...

4. All used or cancelled student registration forms must be returned to the APF Office. Each batch returned must include the "Agent Return" form (CL9) completed as a cover sheet, showing:
 - (a) the number of each type of form being returned; and
 - (b) the amount of any remittance sent to APF for the forms being returned.

As with forms already entered being marked as such, any cancelled forms being returned should be marked as "Cancelled".

5. As per RS 58, all moneys collected by Clubs as Agents for and on behalf of APF must be forwarded to APF within **seven** days.
6. Where clubs do not complete data entry, opting to return forms to the APF Office for APF processing:
 - (i) Forms must be returned to the APF Office within **seven** days of the date of application;
 - (ii) A standard fee of **\$22.00** per registration (being the discounted membership rate of \$17 plus \$5 admin fee) will be charged where the APF system was accessible.

[Note: This is NOT the preferred option and should be avoided by clubs doing their own data entry. The data entry charge of \$5 per registration will be added unless APF's ISP shows that the APF system was down for a significant period at the time of application.]

- (iii) The pink duplicate/copy must be retained in the booklet for Club records; and
 - (iv) The last box on the CL9 Form (Agent's Return) should show the amount being remitted for the unentered registration cards (boxes 3 and 4).
 - (v) Once APF processing has been completed, any outstanding applicable registration fees will be debited from the club account (along with PAI if applicable).
7. When your last booklet is half used, please contact the APF Office for a new booklet, by providing the Club's name and quantity required (you need to ensure enough booklets are kept on hand).
8. As per OR 12.1, original records must be retained in a legible and retrievable manner for seven years. Further, where the applicant is under 18, the records must be retained for seven years after the date they turn 18.

Thank you for your cooperation. Should you have any questions, please contact the APF Office on 07 3457 0100.

Your sincerely,

Brad Turner
CEO



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CL9

[Previously known as CL1]

AGENT'S RETURN

Cover sheet for Standby Student Membership Applications (Pink Cards)

[See RS 58, 8 & 17 and associated procedure]

Date / /

Club Code Club Name

PARTICULARS	QUANTITY RETURNED
FOR STUDENT REGISTRATIONS WHERE CLUB HAS ALREADY ENTERED THE DATA:	
1. Pink Cards – No Personal Accident Insurance taken out: <i>No additional charge. Please ensure these are marked "Entered"</i>	
2. Pink Cards – Yes to Personal Accident Insurance cover: <i>No additional charge. Please ensure these are marked "Entered"</i>	
FOR REGISTRATIONS WHERE CLUB HAS NOT ENTERED DATA:	
3. Pink Cards – No Personal Accident Insurance taken out: <i>Currently valued at \$22.00 each.</i>	
4. Pink Cards – Yes to Personal Accident Insurance cover: <i>Currently valued at \$47.00 each.</i>	
OTHER:	
5. Cards Cancelled: <i>Please ensure these are marked as "Cancelled"</i>	
TOTAL CARDS BEING RETURNED:	

Total remittance sent to APF: <i>for the enclosed forms</i>	\$
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