



**THE GRADUATE UNION
Register for Notices and Publications to be emailed**

You may elect to receive The Graduate Union notices and publications (“documents”) via email. Email communications reduce our costs for the printing of documents and envelopes, postage (nationally, internationally) and human resources. Our carbon footprint is also reduced.

*** Please note that if you have registered previously for the receipt of notices and publications via email please complete and **return this form only if you require changes** (e.g., you now prefer the Melbourne Graduate to be emailed rather than posted).

Member details					
Title		Surname		First Name	
Email address					
Contact telephone number					
Please place a tick (✓) in the box against the documents you wish to receive by email.					
	<input type="checkbox"/>	Monthly Newsletter			
	<input type="checkbox"/>	The Melbourne Graduate			
	<input type="checkbox"/>	Invitations to Member functions			

Terms Following receipt of your request The Graduate Union will no longer post paper documents to you as per the preferences above. All future documents will be sent to you through email as files attached to the email or made accessible through links to a page on The Graduate Union website. We ask that you regularly check your nominated email address for documents. You agree that you are deemed to have received the email and attached/linked documents when the email reaches your internet service provider whether or not you have opened or read the email, attachments or links. You agree that you will retain the email and documents yourself electronically or by printing them. You can withdraw your request for email delivery of documents at any time by writing to The Graduate Union via email or post, or by so instructing in person at the offices of The Graduate Union. Your request for email delivery of documents will be cancelled if you, or your authorised agent, request cancellation. Upon withdrawal or cancellation of the email delivery service, The Graduate Union will commence sending paper documents to the last advised mailing address, unless otherwise instructed. You will be able to obtain a paper copy of documents on request. If The Graduate Union receives a bounce-back notification from your email address, paper documents will be sent to your last advised postal address unless otherwise instructed. If two or more consecutive bounce-backs occur The Graduate Union may cancel the request for email delivery of documents. An “out of office” notification will not be considered a bounce-back notification. If you change your email address please advise The Graduate Union in writing through email or post, or in person at the offices of The Graduate Union.

Authorisation

I have read and accepted the terms of this service and authorise The Graduate Union to send all future documents, as checked by a tick (✓) above, to my email address as written above.

Signature _____ **Date** ____/____/2020

Complete the above form, sign, scan and email as an attachment with subject line ***I wish to register for email documents*** to admingh@graduatehouse.com.au or post to Graduate House, 220 Leicester Street, Carlton, VIC 3053, Australia. The form must be **received** by 12th March 2020, 4.00PM.