



# Enrolment Form

Australia

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Mobile: \_\_\_\_\_

Do you have a disability, impairment or long term condition? \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin? \_\_\_\_\_

Course Name	Start Date	Course Fee
Course Location and Date		
<b>Total</b>		

Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

**Secure Your Place . Pay by one of the following methods :**

**Phone**

Have your credit card ready and call 1800 246 057 or Sydney: 02 9411 2688.

**Fax**

Fill in credit card details and fax to 02 8088 1327

**Email**

Fill in credit card details and email back to [enquiries@itcAustralia.com.au](mailto:enquiries@itcAustralia.com.au)

**Direct deposit**

**By Internet** – from your bank’s website to ITC Australia account. Deposit to account number 062 140 1038 2501, “InterCollege North Shore Pty Ltd”, Commonwealth Bank, Chatswood. **To ensure that your payment is correctly acknowledged** fax (02 8088 1327), email ([enquiries@itcAustralia.com.au](mailto:enquiries@itcAustralia.com.au)) or phone (9411 2688) the (i) receipt number (ii) \$ amount (iii) date of deposit (iv) your name (v) phone number (vi) course & dates you are paying for!

**ITC Australia v2.28.03.08**

[www.itcAustralia.com.au](http://www.itcAustralia.com.au) Email: [enquiries@itcAustralia.com.au](mailto:enquiries@itcAustralia.com.au) Ph: 1800 246 057 Syd: 9411 2688

Level 2 66 Archer St Chatswood 2067 Postal address: PO Box 27 Chatswood NSW 2067

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**At a Bank or Credit Union** Deposit to account "InterCollege North Shore Pty Ltd", Commonwealth Bank 062 140 1038 2501, Commonwealth Bank, Chatswood. **To ensure that your payment is correctly acknowledged** fax a copy of the deposit slip to us (02 8088 1327) with (i) branch details (ii) your name (iii) (iv) phone number (v) course & dates you are paying for! Alternatively, email details to [enquiries@itcAustralia.com.au](mailto:enquiries@itcAustralia.com.au) or phone (9411 2688).

**Mail**

Mail a cheque or money order payable to ITC Australia. Postal address is PO Box 27 Chatswood NSW 2067. Or fill in credit card details and mail.

**In Person**

Pay at the College. Choice of credit card, cash, cheque or money order. College is located at level 2, 66 Archer St Chatswood, close to railway station and car parking facilities. Check the website [www.itcAustralia.com.au](http://www.itcAustralia.com.au) for printable location map.

Credit Card Details				
Card:	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Bankcard <input type="checkbox"/>	American Express <input type="checkbox"/> Diners Club <input type="checkbox"/>
Card no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry date.	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		
Name as on card:	_____			
Cardholder authority:	_____			
Please debit my account by \$	_____	Signature	_____	

**Terms & Conditions**

1. Payment must be received in full prior to course commencement to confirm your place. Payment needs to be accompanied by a filled out Enrolment Form.
2. All completed enrolments will receive a confirmation letter / receipt by email, fax, mail or pick up at the College.
3. Substitution of participants may be made prior to course commencing, for an administration fee of \$80.
4. Please choose your course carefully. Once your enrolment has been processed we can not refund your course fee. This applies to all courses, programs and services offered (E.g. In-class, Distance, E-learning and combination delivery modes in MYOB, QuickBooks and other courses offered by ITC Australia) The college cannot accept responsibility for changes in personal/work circumstances.
5. If a course is cancelled or postponed students will be offered a move to another date or learning mode where applicable. If this is inconvenient a full refund of course fees will be made.
6. For small classes shorter class times may apply.
7. Unless you specify otherwise, we will add your name to our mailing list to receive future program information.
8. E-learning, distance course start date is as per the date on the enrolment form. All students have a maximum of 8 weeks to complete the requirements of the course.
9. A transfer fee (50% of full course fee) can apply in special circumstances when a student wants to change to a different course mode or different course date. This can apply to all courses, programs and services offered (E.g. In-class, Distance, E-learning and combination delivery modes in MYOB, QuickBooks and other courses offered by ITC Australia)

**ITC Australia v2.28.03.08**