



LEARNER ENROLMENT FORM

All data is confidential and is not forwarded to any other party.

1. PERSONAL DETAILS

Title: *(Please select)* Mr Mrs Miss Ms Dr Other

Family Name: _____

Given Names: _____

Postal Address: _____

Mobile: _____

Email: _____

Date of Birth: _____ Gender: _____

2. COURSE DETAILS

Name of course enrolling in: _____

Date of course commencement: _____

3. EMPLOYMENT/EMPLOYER DETAILS (IF EMPLOYER PAYING)

Business Name: _____

Contact Name: _____

Address: _____

Telephone: _____

METHOD OF PAYMENT (select a payment method and complete relevant fields)

Employer Funded – no further details required, employer to provide payment details

Direct Deposit [allow 5 days clearance]

Bank: Police & Nurses Bank

Account Name: Zarya Enterprises Pty Ltd

BSB: 806-015

Account Number: 01811230

Credit Card – All credit card payments shall incur an additional 3.5% bank fee

Card No:

Expiry Date: /

CVV No:

Card: MasterCard Visa

Name on Card: _____

Signature: _____



ENROLMENT INFORMATION

1. FEES AND ENROLMENTS

- Course fees must be received in full, and cleared where appropriate, **prior** to receiving enrolment login details for the course.
- **All credit card payments shall incur an additional 3.5% bank fee.**

2. CONFIRMATIONS

Registration confirmations are issued to learners prior to the course commencement date by email.

3. CANCELLATIONS/REFUNDS

- If a course is cancelled by Zarya Enterprises Pty Ltd *trading as* The Document Control Professionals prior to commencement, all learners will be offered a full refund.
- If a learner who has been funded by their employer withdraws from a course(s) or ceases to be employed by the employer, the learner will need to discuss the arrangements in place for this with that employer. A refund shall not apply.

4. PRIVACY

- Learners information shall remain confidential to all parties unless written authorisation is provided to share such information.
- An employer paying for an employee's course does not warrant such authorisation.
- All Certificates of Completion shall be sent to the learner direct.

The above conditions apply to all parties and are not negotiable.

Zarya Enterprises Pty Ltd *trading as the* Document Control Professionals

PO Box 17
Stoneville WA 6081

0409 087 632
enrolments@documentcontrolprofessionals.com.au