

## 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 2.5% 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 2.5% 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 from The Document Control Professionals, 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

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