



Trading as "The Document Control Professionals"

LEARNER ENROLMENT FORM

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: _____



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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.
- Once payment has been received and the learner has been issued log in details no refund shall be granted.

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.
- No personal information is shared with any other parties.

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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