



*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. EMPLOYER DETAILS (IF EMPLOYER PAYING)**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

\_\_\_\_\_ Telephone: \_\_\_\_\_

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

☐ **Employer Funded** – Employer to provide payment details.

☐ **Direct Deposit [allow 5 days clearance]**

Bank: NAB Account Name: Deborah Wilson  
BSB: 086-835 Account Number: 567809804

☐ **Credit Card** – All credit card payments shall incur an additional 2.5% bank fee.

Card No:

Expiry Date:  /  CVV No:  Card: MC ☐ Visa ☐ AMEX ☐

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 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.**

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