



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 the payment details below.

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

Bank: NAB

Account Name: Deborah Anderson

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: _____



The Document Control Professionals

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. EXTENSIONS

- No free extensions will be granted if the course is started at the last minute. Regular study and submitting of activities need to be undertaken to be granted free extensions (*at the discretion of the Assessor*).
- *A paid extension can be applied for: See website for current cost – only one paid extension shall be granted.*
 - *If the course is not completed after a paid extension the student will need to pay full price for the course to gain a further 6 months. All work previously completed will still be accessible.*

5. 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.

The Document Control Professionals are located on the York Peninsula in South Australia.

Mobile: 0461 478 923

Email: enrolments@documentcontrolprofessionals.com.au