



Cottonsoft Enrolment Form

IT skills open the door to the future.

Enrolment for ICA20105 Certificate II in Information Technology

Title: Mr/Mrs/Ms/Miss/Dr	Given Names:
Surname:	Company Name: (If applicable)
Address:	
Suburb /Town:	Postcode:
Phone A/H	Phone Bus Hr
Fax:	Mobile:
Email address:	
Windows Version (Please Circle) XP Vista 7	MS Office Version (Please Circle) XP 2003 2007 2010

<h3>Course Fees</h3>	
<p>Course fees per participant payable on enrolment. (See information on reverse.) Course cost: \$995.00 You are able to choose either full payment or Instalment plan payments. The instalment plan payments are an initial payment of \$395 and three monthly payments of \$210. (Monthly payments include a monthly administration fee of \$10).</p>	<p><input type="checkbox"/> Full Payment option.</p> <p><input type="checkbox"/> Instalment plan Payment option. (Please note this option can only be selected if you are paying by credit card or have made arrangements regarding payment with Cottonsoft administration.)</p> <p><input type="checkbox"/> Cheque/ Money Order/Cash (Please make cheques payable to Cottonsoft P/L)</p> <p><input type="checkbox"/> Credit Card Card Number _____/_____/_____/_____ Exp Date ____/____/____ Name on Credit Card _____ Signature _____</p>
<p>Send mail application to: Cottonsoft, 15 Colin Street, Bangalow 2479 Fax application to: 02 6687 2250 Complete online application at: www.cottonsoft.com.au</p>	

Please note the Enrolment Information on the next page.

Cottonsoft ICA20105 Certificate II in IT Enrolment Information

About the Accredited Course.

Cottonsoft's Certificate courses are nationally registered through ANTA - (Australian National Training Authority) under the relevant Industry Training Authority.

Requirements

- A distance education course requires a competent level of reading and comprehension ability.
- You do need to have access to a Windows (XP or Vista) computer with Microsoft Office software (XP, 2003 or 2007) to complete this course.
- The Certificate III in IT course requires a number of Certificate II units as prerequisites. Your course package will include these basic units. However, you need to have competent basic computer skills to confidently undertake the course.

Refunds of Course Fees

Refunds of participant's fees will be made in accordance with our refund policy as set out below. Fees received prior to implementation of the course will be retained in a separate account until course delivery. *Fees will be assessed on the basis of the expected use of the course modules by an average participant.* Refund requirements are that if a participant cancels part way through a module, no refund should be made for this module but a full refund should be paid for the remaining modules.

In the event of:-

In the event of

- Cancellation of course by Cottonsoft Pty Ltd refund of course fees will be made in full.
- Cancellation of enrolment by a participant
 - ❖ Before course materials are sent or within the first week from despatch (if all materials are returned in unmarked condition), a full refund will be made.
 - ❖ After the first week but before 4 weeks from the course materials being dispatched, the refund will be the full course fees less a 20% administration fee and the value of the one third of the units in the course since it is assumed that you will have started these units.
 - ❖ After 4 weeks from course dispatch but before 16 weeks, the refund will be as above less a further reduction to cover another one third of the units.
 - ❖ After 16 weeks from course dispatch but before 26 weeks, the refund will be as above less a further reduction to cover the cost of units that have been supplied

Please note that the refund policies above are proscribed as the minimum requirement, at Cottonsoft we often extend these periods and offer refunds above the requirements.

Recognition of Prior Learning

Recognition of Prior Learning is available after you have enrolled. Form and details are provided in the course package.

Student Agreement

1. The course materials become your property on the understanding that copyright entitles their use by the student only; they may not be used by anyone else.
2. You have one year to complete the course unless you have agreed to complete the course in a shorter period of time with a funding provider.
3. If payment is by instalment plan your status as an enrolled student remains current only if fees are paid by their due date. Administration fees may be charged to reinstate your student status to allow you to continue your studies.