



## Certificate IV in Information Technology

### Course Enrolment Form

**ABN**  
77 010 71 016

**Registered Educational Provider Number**  
859

**Phone**  
02 6687 2160

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02 6687 2250

**Email**  
cottonsoft@cottonsoft.com.au

**Web**  
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**Queensland Office**  
PO Box 77  
Greenslopes  
Brisbane QLD 4120

**New South Wales Office**  
15 Colin Street  
Bangalow 2479

If you have read all of the details about this course and wish to enrol, please complete the details of the form below. If you are posting the form, please send it to our New South Wales Office.

Personal Details	
<b>Title</b>	<b>Name</b>
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
<b>Email</b>	
<b>Address</b>	
<b>Suburb/Town</b>	<b>Postcode/ZIP</b>
<b>Country</b>	
<b>Work Phone</b>	<b>Home Phone</b>
Please include country and area codes.	
<b>Fax</b>	<b>Do you have access to a computer?</b>
Please include country and area codes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reasons for taking this course (optional)</b>	



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Please complete all details in the credit card option payment section, if you choose to pay by that method. The "invoice" option is only available to course applicants from government institutions and businesses (please quote an order number and an authorisation contact phone number). For those choosing delivery of course materials on a COD (Cash on Delivery) basis, note it is only available within Australia.

Payment Details					
Course Fees:					
<input type="checkbox"/> Certificate IV In I.T. Only (\$895) per participant <input type="checkbox"/> Certificate III and IV In I.T. (\$1295) per participant Payable on enrolment (includes delivery of course materials within Australia - other countries will involve an additional delivery fee)					
Payment Type (select one)					
<b>1. Pay By Credit Card</b>  <input type="checkbox"/> Please deliver the course to the above address. I agree to pay the full course fee by credit card (Please complete details on right).  Payment method (select one): <input type="checkbox"/> One payment <input type="checkbox"/> Monthly Payments Cert. IV Only: \$195, 3 x \$210, 1 x \$110 Cert. III and IV: \$195, 5 x \$210, 1 x \$110 (Monthly payments include a monthly administration fee of \$10)	<b>Card Type</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard <input type="checkbox"/> AMEX				
	<b>Card Number</b>  The 5th box here is for the Card Check Numbers. These are the last 3 numbers located on the back of VISA & Mastercards near the signature.				
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
	<b>Name On Card</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>				
<b>Expiry Date</b> Month: <table border="1" style="width: 50px; height: 20px;"></table> Year: <table border="1" style="width: 50px; height: 20px;"></table>					
<b>2. Pay By C.O.D.</b>  <input type="checkbox"/> Please deliver the course to the above address. I agree to pay the full course fee by COD (Cash on Delivery) through my local Post Office delivery service.					
<b>3. Government institutions and businesses only</b>  <input type="checkbox"/> Please invoice my organisation for the enrolment fee (Please complete details on right).	<b>Organisation Name</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>				
	<b>Order Number</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>				
<b>Authorisation By</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>					
<b>Authorising Person's Contact Phone Number</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>					



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#### **About the Accredited Course**

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

#### **Requirements**

A distance education course requires a competent level of reading, comprehension ability. However there are no minimum entry requirements for this course.

#### **Refunds of Course Fees**

Refunds of participants' 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:-

- Cancellation of course by Cottonsoft Pty Ltd a refund of the course fees will be made in full.
- Cancellation of an enrolment by a participant before course materials are sent or within 7 days of receipt, a full refund will be made.
- Cancellation within the second or third week of the course materials being despatched, the refund will be the course fees paid less a 20% administration fee and the value of the first module (also equivalent to 20% of the course fees) since it is assumed that the course participant will have started this module.
- Cancellation after 3 weeks from the course dispatch but before 7 weeks, the refund will be as above less a further 20% of the course fee to cover the second module.
- Cancellation after 7 weeks from the course dispatch, no refund will be available as it is assumed that you will have started the final module.

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 certificate II and the certificate III courses and 18 months to complete the certificate IV course, however students receiving education allowance are required to complete these courses within the times specified by the allowance 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.