



Word 2000
Course Enrolment Form

ABN
77 010 71 016

Registered Educational Provider Number
859

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Queensland Office
PO Box 77
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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	
Title	Name
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Email	
Address	
Suburb/Town	Postcode/ZIP
Country	
Work Phone	Home Phone
Please include country and area codes.	
Fax	Do you have access to a computer?
Please include country and area codes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reasons for taking this course (optional)	



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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"/> Word 2000 (\$98) per participant Payable on enrolment (includes delivery of course materials within Australia - other countries will involve an additional delivery fee)						
Payment Type (select one)						
1. Pay By Credit Card <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).	Card Type					
	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard <input type="checkbox"/> AMEX					
	Card Number					
	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%; border-collapse: collapse;"> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>					
Name On Card						
Expiry Date						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Month:</td> <td style="width: 30%;"></td> <td style="width: 30%;">Year:</td> <td style="width: 10%;"></td> </tr> </table>	Month:		Year:			
Month:		Year:				
2. Pay By C.O.D. <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.						
3. Government institutions and businesses only <input type="checkbox"/> Please invoice my organisation for the enrolment fee (Please complete details on right).	Organisation Name					
	Order Number					
	Authorisation By					
	Authorising Person's Contact Phone Number					



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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

There are no refunds for tutorial courses.

Student Agreement

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.