

# Distance Course Enrolment Form

Please ensure that you have read the Student Handbook BEFORE submitting this form.

All sections must be completed unless indicated otherwise. Please use a Blue or Black pen.

## Student Details:

<b>First Name:</b>			
<b>Middle Name/s:</b>			
<b>Surname:</b>			
<b>Has the student been known by any other names? Please specify all.</b>			
<b>Date of Birth:</b>		<b>Current Age:</b>	
<b>Country of Birth:</b>			
<b>Gender: (optional)</b>		<b>Marital Status:</b>	
<b>Student's Residential Address:</b>			
<b>Suburb:</b>		<b>Postcode &amp; State:</b>	
<b>Student's Postal Address:</b>			
<b>Suburb:</b>		<b>Postcode &amp; State:</b>	
<b>Student's Phone:</b>		<b>Mobile:</b>	
<b>Student's Email:</b>	Please place underscores below the line and hyphens above the line.		
<b>Signature:</b>			
<b>Date:</b>			

## Distance course:

Distance Course Name	Full Course Cost	Non-Refundable Enrolment Fee
<input type="checkbox"/> Fashion Design Distance Course	\$1,950.00	\$ 400.00
<input type="checkbox"/> Fashion Business and Merchandising Distance Course	\$1,950.00	\$ 400.00
<input type="checkbox"/> Styling (Fashion, Image & Media) Distance Course	\$1,950.00	\$ 400.00

Office Use Only			
<b>Date &amp; Time Received:</b>		<b>Date COE Sent:</b>	
<b>Student Number:</b>		<b>Course Intake:</b>	
<b>Deposit Paid:</b>		<b>Balance Paid:</b>	
<b>Notes:</b>			

## Student Information

### How did you find out about us?

- |  |   |
|--|---|
| <input type="checkbox"/> Recommendation/Referral from a Friend | <input type="checkbox"/> School Careers Advisor             |
| <input type="checkbox"/> Online Search                         | <input type="checkbox"/> School Career Information Day/Expo |
| <input type="checkbox"/> Careers Expo Event                    | <input type="checkbox"/> Building Signage                   |
| <input type="checkbox"/> Advertisement                         | <input type="checkbox"/> Newspaper/Magazine Article         |
| <input type="checkbox"/> Other: _____                          |   |

### Of the following categories, which BEST describes your current employment status? (tick one box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Full-Time Employment                          | <input type="checkbox"/> Part-Time Employment                  |
| <input type="checkbox"/> Self Employed – not employing others          | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Not Employed – not seeking employment |
| <input type="checkbox"/> Unemployed – seeking full-time work           | <input type="checkbox"/> Unemployed –seeking part-time work    |

Country of Birth: \_\_\_\_\_ Year of Arrival: \_\_\_\_\_

### Does the student speak a language other than English at home?

(if more than one language, indicate the one that is spoken most often)

- No, English Only       Yes, other – please specify: \_\_\_\_\_

### How well do you speak English?

- Very Well       Well       Not Well       Not at all

### Are you of Aboriginal or Torres Strait Islander Origin?

- No       Yes, Aboriginal       Yes, Torres Strait Islander

### Are you currently attending secondary school? Yes No

If Yes,

- What grade are you currently in? \_\_\_\_\_
- School Name: \_\_\_\_\_
- Are you enrolling in this course in order to credit towards your high school certificate?  Yes  No
- If Yes,
  - How many points are you trying to get? \_\_\_\_\_
  - By what date? \_\_\_\_\_
  - What is your Learner Unique Identifier (LUI)? \_\_\_\_\_
  - Who is your School Vet Coordinator? \_\_\_\_\_
  - What is their email address? \_\_\_\_\_
  - What is their contact phone number? \_\_\_\_\_

### What is your highest COMPLETED secondary school level:

- Year 12     Year 11     Year 10     Year 9 or below     Did not go to school

In which year did you complete that school level? \_\_\_\_\_

Which suburb did you reside in while attending your last year of high school? \_\_\_\_\_

School Name: \_\_\_\_\_

 Please provide a copy of your highest schooling achievement if you have finished school within the past 5 years.

**USI Number\*:** \_\_\_\_\_ \* Required for all students studying from 2015 - Apply online at usi.gov.au


**Have you successfully completed qualifications below:**

**If yes, please tick ANY successfully COMPLETED qualifications below:**

- |   |  |
|---|--|
| <input type="checkbox"/> Bachelor Degree or Higher Degree           | <input type="checkbox"/> Advanced Diploma of Associate Degree            |
| <input type="checkbox"/> Diploma (or Associate Diploma)             | <input type="checkbox"/> Certificate IV (4) (or Advance Cert/Technician) |
| <input type="checkbox"/> Certificate III (3) (or Trade Certificate) | <input type="checkbox"/> Certificate II (2)                              |
| <input type="checkbox"/> Certificate I                              | <input type="checkbox"/> Certificates other than that listed             |

**Year of Completion of Last Qualification:** \_\_\_\_\_

**Name of provider for last completed qualification:** \_\_\_\_\_

 Please provide certificates for any prior study.

**Study Reason (please tick one box only)**

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To start my own business            |
| <input type="checkbox"/> To develop my existing business           | <input type="checkbox"/> To try for a different career       |
| <input type="checkbox"/> To get a better job or promotion          | <input type="checkbox"/> It was a requirement of my job      |
| <input type="checkbox"/> I wanted extra skills for my job          | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reasons.                      |

**Medical Details**

**Do you consider yourself to have a disability, impairment or long term condition?**

- Yes  No

**Areas of Disability:**

- |   |   |
|---|---|
| <input type="checkbox"/> Hearing/Deaf   | <input type="checkbox"/> Acquired Brain Impairment    |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Vision                       |
| <input type="checkbox"/> Intellectual   | <input type="checkbox"/> Medical Condition            |
| <input type="checkbox"/> Learning       | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> Mental Illness |   |

If you have ticked any of the boxes above please provide further information – such as impairment details, required medication etc. Also provide details if the student has any special needs.

**Do you suffer from any of the following? (tick all boxes that apply)**

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Seizure Disorder (e.g. epilepsy)                        |
| <input type="checkbox"/> Asthma    | <input type="checkbox"/> Mental Health or behavior issue (e.g. Depression, ADHD) |
| <input type="checkbox"/> Diabetes  | <input type="checkbox"/> Other Medical Condition (please specify below)          |

If you have ticked any of the boxes above please provide further information – such as impairment details, required medication etc. Also provide details if the student has any special needs.

**Do you have any special requirements to access or complete this course?**

- Yes  No

If Yes, Please provide details:

### Is the Student Independent?

The Student is considered Independent if **ALL** the following three statements are true: (please tick if true).

- The Student is over 18 years of age at the time of signing this document and,
  - The Student does not live with a parent or guardian and,
  - The Person Responsible for Course Payment is not a parent/guardian of the student.
- If all three statements above are true – all correspondence will be sent to the student.
  - If any of the three statements above are false – correspondence may be sent to the parent/guardian.

### Parent or Guardian's Information:

You do not have to fill out this section if the student is considered Independent (as per the criteria specified on page 2). A minimum of 1 Parent/Guardian must fill out this section if the student is not considered Independent (as per the criteria specified on page 2).

	Parent/Guardian 1	Parent/Guardian 2
<b>Title: (Mr/Ms/Mrs/Miss)</b>		
<b>First Name:</b>		
<b>Middle Name:</b>		
<b>Surname:</b>		
<b>Relationship to student: (eg. Father, grandmother)</b>		
<b>Lives with student</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Home Phone:</b>		
<b>Other Phone:</b>		
<b>Mobile:</b>		
<b>Email:</b>	Please place underscores below the line and hyphens above the line.	
<b>Residential Address:</b>		
<b>Postal Address (if different from above):</b>		
<b>Declaration:</b>	I understand that by signing below I am granting permission for the Student to participate in the Course selected on page 1. Further to this I am also making a personal guarantee for the full payment of the Course Fees. More information is contained in the Terms and Conditions section of this Agreement.	
<b>Signature:</b>		
<b>Date:</b>		

## Additional Emergency Contacts:

This people will be the 1<sup>st</sup> point of contact in an emergency:

	Contact 1	Contact 2
<b>Name:</b>		
<b>Relationship to student: (e.g. Aunt, Friend, Spouse)</b>		
<b>Phone 1:</b>		
<b>Phone 2:</b>		
<b>Email:</b>		

## The Person Responsible for Course Payment Is:

This person will be the first point of contact regarding payment of the Course Fees.

- The Student is Responsible for Course Payment – please sign under the declaration below.
- The following Parent or Guardian is Responsible for Course Payment – please fill out below.
- The following Person is Responsible for Course Payment – please fill out below.

<b>First Name:</b>			
<b>Middle Name/s:</b>			
<b>Surname:</b>			
<b>Have you been known by any other names? Please specify all.</b>			
<b>Date of Birth:</b>			
<b>Residential Address:</b>			
<b>Suburb:</b>		<b>State &amp; Postcode:</b>	
<b>Postal Address:</b>			
<b>Suburb:</b>		<b>State &amp; Postcode:</b>	
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Drivers License #</b>			
<b>I wish to receive student progress reports:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Declaration:</b>	I understand that by signing below I am also making a personal guarantee for the full payment of the Course Fees. More information is contained in the Terms and Conditions section of this Agreement of which I have read.		
<b>Signature:</b>			
<b>Date:</b>			

## Terms & Conditions of Enrolment:

### Definitions

1. The "**Agreement**" means this document (also known as the Course Enrolment Contract, Course Enrolment Form or Student Enrolment Form) of which these Terms & Conditions of Enrolment form part.
2. This Agreement shall be governed by the laws of the State of Queensland, Australia.
3. The "**College**" means the Australian Institute of Fashion Design Pty Ltd (trading as: 'Australian Institute of Creative Design', 'Australian Institute of Fashion Design', 'Australian Institute of Beauty Therapy', 'Australian Institute of Make-up and Styling' and 'Australian Institute of Interior Design').
4. The "**Course**" means the series of tutorials offered by the College under the name of the course as selected on page 1 of this Agreement.
5. The "**Student**" means the person who is applying to participate in the Course, specified on page 1 of this Agreement.
6. The "**Parent or Guardian/s**" means the person/s specified on page 4 of this Agreement.
7. The "**Person Responsible for Course Payment**" means the person specified on page 5 of this Agreement.
8. The "**Guarantor/s**" means all of the following people: the Person Responsible for Course Payment, the Parent or Guardian/s and the Student.
9. The "**Course Fees**" shall mean 'Full Course Fees', 'Student Co-Contribution Fees', 'Concessional Student Co-Contribution Fees' or 'Concessional Full Course Fees' based on the student's eligibility for the selected Course as set out in the table on page 1.
10. The "**Course Deposit**" shall mean the payment that must accompany this form to secure enrolment into the course. This Deposit include a non-refundable Course Administration Fee of \$50.00 which is taken as an administration fee / security deposit in order for the College to determine confirmed student enrolment numbers in the Course.
11. "**Unit**" shall mean any Unit of Competency (as specified by the Course's training package) or Cluster of Units of Competency that form part of the Course.
12. "**Tutorial**" is the course notes/materials provided to the Student for completion of the course.

### General

13. Submission of this document to the College shall constitute a legally binding contract between the Guarantor/s specified in this Agreement and the College.
14. On the College's receipt of this Agreement and payment of the Course Deposit or Fee, the College will grant the Student an available position in the Course.
15. The Guarantor/s are not entitled to cancel this Agreement under any circumstances other than as set out in this Agreement.
16. No failure or delay by the College in enforcing any of its rights under this Agreement shall be deemed to be a waiver of such right.
17. The College reserves the right to refuse any enrolment, at the College Director's sole discretion.
18. The Student has been provided with a Student Handbook which outlines all of the College's policies and the rights and obligations of the Student. If additional copies of the Student Handbook were required, they have been obtained from the College's administration.
19. The Student is considered Independent if the student is over 18 years of age, and the Student does not live with a Parent or Guardian and, the Person Responsible for Course Payment is not a Parent or Guardian of the Student, as indicated on page 4 of this Agreement.
20. The College reserves the right to revise Course contents, Course titles, and the sequence of classes at its sole discretion.
21. The College reserves the right to change any products that are stated as being included in the Course Fees if it deems necessary.
22. The Student agrees to notify the College of any changes in their contact details such as residential address, postal address, phone number, email etc.



23. The Student agrees to keep confidential all course materials supplied by the College. Copyright and all other intellectual property rights in all course materials belong to the College.

### Course Completion Requirements

24. The Student has up to two (2) years to complete the course from the date of enrolment.
25. The Course is self- paced and may be completed in as little as 6 months.
26. The College reserves the right to revise/alter the Course contents, Course titles or the sequence of the Course tutorials at its sole discretion.
27. Each tutorial is posted to the Student after the Student has successfully completed the previous tutorial's assessment item.
28. There is a maximum two-week (14 days) turn-around time for assessment marking and feedback from the date of receipt of the assessment item to return postage to the Student.
29. The Student may contact the College's Tutors by email on [correspondence@aicdedu.com.au](mailto:correspondence@aicdedu.com.au) with questions regarding the Course. In all communications the Student must provide their name, Course Name, Student Number and the Tutorial Number that the question is in relation to so that the email can be directed to the correct tutor/s.
30. All assessments should be submitted in a standard C4 size (229 x 324mm) envelope. No large parcels will be accepted.
31. In order to be deemed as 'Competent' in a Unit of Competency the Student must complete each assessment item for that Unit of Competency satisfactorily.
32. In order to be deemed competent in a Unit of Competency the Student may be required to re-submit an assessment item/s until the College deems that the Student is 'Competent'.
33. If after two (2) re-submissions of an assessment item the Student has still not satisfactorily completed the required assessment the Student is deemed 'Not Competent'. The Student can continue to complete further tutorials and assessments in the Course but will not be eligible to receive the Unit of Competency deemed 'Not Competent' or any Unit's of Competency that require that particular Unit of Competency as a pre-requisite, on their 'Statement of Attainment' on completion of the course.
34. On successful completion of the course the Student will receive a 'Statement of Attainment' for the Units of Competency successfully completed during the course.
35. The Course materials that the College provides to you shall become your property, however, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of the College or a nominated third party. The Student may not reproduce any part of the course materials without the prior written consent of the College. The Student agrees to keep confidential all course materials supplied by the College.
36. The College closes between Christmas and New Year each year and during this time no assessments will be marked, or emails answered. When the College opens again in January any submitted assessments or email questions will be directed to the tutors. During this time there may be delays in returning marked assessments and emails due to the large volumes of submitted work over this period.
37. The Student and/or Guarantor/s acknowledge that the Student will not be eligible to receive a Statement of Attainment for the Course unless the Student achieves Competency in all Units and all Course Fees have been paid in full.
38. Further information regarding the College's Deferral Policy is contained in the Student Handbook.
39. From 1 January 2015, the College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

### Use of Photos / Works

40. The Guarantor/s give full permission for the College to use photographs, video recordings and/or examples of the Student and/or their work for any use associated with the College, including for promotional purposes (e.g. advertising, website, marketing materials etc).

41. The Guarantor/s understand and agree that these materials will become the property of the College and authorise the College to edit, alter, copy, exhibit, publish or distribute any of these photographs, video recordings or copies of the Student's works for the purposes of publicising the College's programmes or for any other lawful purpose. In addition the Guarantor/s waive the right to inspect or approve the finished product, including written or electronic copy, wherein the Student's likeness appears.
42. The Guarantor/s understand that the above permission is given on a voluntary basis and no payment can be claimed.
43. If the Student does not want the College to display or publish their name, any photo's/video recordings of the Student, or their work then the Student should notify the College in writing. This written notification shall apply from the date that it is received by the College and any works, images or recordings taken prior to this date may still be used by the College and any previously published information/images may still be displayed or used by the College.

## Payment and Guarantee

44. The Course Deposit or Student Co-Contribution Fee will only be refunded, if the College is unable to offer the Student a position in the Course, as set out in this Agreement.
45. Following receipt of the Course Deposit, by the College, the Guarantor/s agree to be contractually bound to pay in full, the Course Fees.
46. The Guarantor/s agree to pay any additional fees or charges that may become payable to the College during the period of the Students participation in the Course. See the Student Handbook for a list of possible additional fees or charges that may arise.
47. The Guarantor/s hereby acknowledge and agree that the Course Fees are for a Course Position for the Student to undertake the Course. The Course Fees being payment for that Course Position, are payable whether the Student participates in the entire Course or not. Upon receipt of the Course Deposit for the Course, the Guarantor/s are liable to the College for the payment of the Course Fees in full.
48. As a condition of the Agreement, each of the Guarantor/s enters into a personal Guarantee for payment of the full Course Fees and any additional fees or charges that may have become payable to the College and hereby indemnify the College against any loss or damage, the full terms and conditions of which are set out in this Agreement.
  - a. This Guarantee shall be a continuing Guarantee and shall be irrevocable and shall remain in full force and effect until the obligations of the Guarantor/s under the Agreement have been fully satisfied.
  - b. This Guarantee may be enforced against any of the Guarantor/s without the College first being required to exhaust any remedy it may have against any of the other Guarantor/s. It is a continuing and irrevocable guarantee for all of the monies due under the Agreement and will remain in full force and effect until discharged and will apply to the present and future balance of the Guarantor/s' account.
  - c. The liability of the Guarantor/s' is absolute and will not be affected by any act or omission which might otherwise operate to release the Guarantor/s from their obligations in whole or in part.
49. The Guarantor/s shall reimburse the College for its expenses incurred in connection with the enforcement of this guarantee including legal costs and expenses on a full indemnity basis. The Guarantor/s acknowledge that if any or all of the Guarantor/s are deemed to be in default by the College:
  - a. The debt may be referred to the College's debt collection agency;
  - b. The Guarantor/s will be liable for all costs (legal or otherwise) relating to the recovery of all monies payable including all charges and fees.
  - c. Such demands may be delivered by post to the last known address of the Guarantor/s.
  - d. Overdue payments will incur an interest charge of 2.5% per month (or part thereof) from the date the payment was due.
50. A transcript of grades or certificate of graduation will not be released by the College until all Course Fees are paid in full.
51. Students who have not paid their accrued Course Fees may not be permitted to commence subsequent Courses (or further classes/lessons of the Course) until all amounts owing have been paid to the College.
52. Payment of the Course Deposit can be made by Cash, Cheque, Money Order, Direct Deposit, EFTPOS or Credit Card (excluding American Express and Diners Club).



53. The balance of the course fees after the payment of the Course Deposit are to be paid on payment plan via direct debit through IntegraPay over the duration of the Course.
- When a direct debit payment fails through IntegraPay, IntegraPay will automatically email the student that a payment was rejected. In the event, there is no email address an SMS will be sent instead. IntegraPay charge a failed payment fee of up to \$5.00, which will be debited with the next payment. If IntegraPay is unable to recover the failed payment fee this fee will be charged to the College. In this situation, the College will then invoice the Guarantor/s for the failed payment fees charged by IntegraPay.
  - If the Person Responsible for Course Payment needs to change the bank account or credit card that direct debits are to come out of, completion of a Variation Form will be required and is available by request from administration.
54. Students will be sent a link via email to complete an online application form. If the completed Ezyppay Direct Debit form is not received by the College by the Course commencement date, the College may, at the Director's sole discretion, revoke the Student's position in the Course in preference of a person on the Course waiting list. The Course Deposit will not be refunded in this situation.

### Deferment and Withdrawal – Refunds

55. Deferment of study is granted at the College Directors sole discretion for applicants that have applied for consideration in writing, providing evidence of illness or compassionate grounds that prevents the Student's participation in the Course.
- Applications for deferment cannot be accepted from anyone other than the Guarantor/s.
  - No action will be taken by the College until a written application has been received.
  - All Guarantor/s must give written consent for the Student's deferral in order for the deferral application to be considered.
  - Further evidence may be required by the College in order to verify the legitimacy of the application. This may include a secondary Doctor's assessment/evaluation by a Doctor selected by the College. Any costs incurred by the College in verifying the legitimacy of the application will be at the expense of the Guarantor/s.
  - Deferment of study is not a deferral of Course Fees and the full course payment amount must be made according to this Agreement, even in the case of an approved deferral application.
  - Deferment may incur additional costs. Costs will be determined during the approval process.
  - If deferment is granted to the Student, the Student may only take an available position in a subsequent course subject to availability of a suitable course.
  - No refunds will be granted if the Student does not take up the deferral.
  - Further information regarding the College's Deferral Policy is contained in the Student Handbook.

### Privacy

56. To comply with the privacy act in all respects, the Guarantor/s signing this document acknowledges that all information contained in this document and all other documents given to the college pertaining to the same signatory of this document or their agent, may be given to a third party for the exclusive purpose of debt collection. This information may also be shared with a Credit Reporting Agency for the purpose of creating or maintaining an information file on the Guarantor/s.
57. The information provided on this form is used for planning, communication, research and evaluation activities undertaken by the College. The Student's personal information may be disclosed to a registering body official for auditing purposes.
58. The Student's name, phone number and email address may be provided to a prospective employer if the College deems that they may be suitable for an employment opportunity. If the Student does not wish for their details to be provided to prospective employers please notify administration in writing.

## Declaration:

I acknowledge and declare that:

1. I have read and understood the Agreement between the College and myself and accept and agree to be bound by the terms and conditions set forth in this agreement.
2. I have read and understood the Student Handbook outlining the policies and procedures of the College.
3. I am aware that I may need to purchase equipment and materials in order to complete the course and I have found out what the requirements are for the Course.
4. My acceptance of the Agreement is voluntary, although the Student's enrolment into the course will not be accepted without acceptance of these terms and conditions.
5. I am aware that this is a legally binding contract.
6. All information provided in this Agreement is true and accurate.
7. I understand that by signing this Agreement I am agreeing to pay in full, all Course Fees regardless of whether the Student participates in the entire Course or not.
8. The College has provided me with the opportunity to obtain independent legal advice prior to signing this document. I have obtained such advice or decided not to do so of my own volition.
9. I have made a copy of this Agreement to keep on file.
10. I confirm that I have read and understand the College's Refund Policy.

<b>Student's signature of declaration</b>	<b>Parent or Guardian 1's signature of declaration</b>	<b>Parent or Guardian 2's signature of declaration</b>
<b>Date</b>	<b>Date</b>	<b>Date</b>

## Checklist:

*Please check before submitting:*

- I have obtained information on the course that I am enrolling in and am satisfied that this is the course I wish to complete.
- I have received a copy of and read, the Student Handbook. If additional copies were required I obtained these copies.
- I have read the entire document and obtained legal advice or decided not to of my own volition.
- I am aware that I may need to purchase equipment and materials in order to complete the course and I have found out what the requirements are for the course I have selected.
- I have filled out all sections of this contract and have attached or provided the required documentation/evidence.
- I understand that by enrolling in the course I am taking a position in the course and full course payment must be made whether I participate in the entire course or not.
- I have enclosed payment for the course deposit or student co-contribution fee.
  
- I am submitting all pages of this document (please check the page numbers at the bottom of each page).
- I have made a copy of this document to keep on file for my future reference.

## Payment:

- The Non-Refundable Course Deposit or Student Co-Contribution as required for the selected course.*
- Cheque / Money Order – I have enclosed a Cheque made payable to the Australian Institute of Fashion Design Pty Ltd.
- Direct Deposit – I have transferred my payment to:

**Account Name:** Australian Institute of Fashion Design Pty Ltd  
**Bank:** ANZ    **BSB:** 014-513  
**Account #:** 492 370 541  
**Reference:** Student's Initial and Surname.

### Transfer Details:

<b>Date of Transfer</b>	
<b>Reference #</b>	
<b>Amount</b>	

\* Please contact us to notify us of your payment when made to enable us to identify your payment.

- Credit Card – please charge my credit card with the amount stated below:

<b>Amount:</b>	
<b>Credit Card Type:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard
<b>Name on Card:</b>	
<b>Card Number:</b>	_____ - _____ - _____
<b>Expiry Date:</b>	_____ <b>CCV Number*:</b> _____
<b>Signature</b>	

\* To find your card CCV number find the last three numbers written on the back of your credit card on the signature panel.

- Cash – only accepted at Administration in person. Please do not post cash.

	Office Use Only
<b>Amount Received</b>	
<b>Received By</b>	
<b>Date</b>	
<b>Signature</b>	

- EFTPOS – only accepted at Administration in person.

	Office Use Only
<b>Amount Charged</b>	
<b>Charged By</b>	
<b>Date</b>	
<b>Signature</b>	