

YES, please enrol me!

Please complete enrolment information:

I would like to enrol in (please tick)

Remember to fill in the date



FIRST NAME:

LAST NAME:

PHONE:

MOBILE:

EMAIL:

COMPANY NAME (IF APPLICABLE):

ADDRESS:

STATE: POSTCODE:

COURSES: (COURSE FEES QUOTED INCLUDE GST.)

COURSE DATE:

Microsoft **Excel** - Basic to Intermediate
\$325



Microsoft **Excel** - Advanced
\$325



Microsoft **Word** - Intermediate
\$325



Microsoft **Word** - Advanced
\$325



Microsoft **Outlook**
\$325



Upgrade to **Office 2007**
\$325



Microsoft **Office Essentials**
\$325



Writing for the web
\$325



Payment details:

Total amount due: \$



VISA MASTERCARD CHEQUE/MONEY ORDER (payable to "Business and Careers Institute Pty Ltd")

CREDIT CARD NUMBER:

EXPIRY DATE:

NAME ON CARD:

CARDHOLDER'S SIGNATURE:

BILLING ADDRESS: (IF DIFFERENT FROM ABOVE)

POSTCODE:

TODAY'S DATE:

HOW DID YOU HEAR ABOUT US?

Office use only

CC / CQ

CI

RI

www.bcinstitute.com.au

Post to:

Business and Careers Institute
Suite 4, 102 Alfred Street
Milsons Point NSW 2061

Fax: (02) 8572 5345

OR call: (02) 9923 2882

NOTE:

This form will be a TAX INVOICE when fully completed. Please retain a copy for your records. ABN: **68 118 584 071**

Enrolment conditions

We will send you a written confirmation and a tax receipt.

Please choose your course carefully as we do not refund your course fee unless the course is cancelled. We reserve the right to cancel or terminate a course or to refuse any enrolment as permitted by law.

If you cannot attend the course, you need to advise us in writing at least two weeks before the course starts. If this happens, you will receive a credit note to the full value of the course. You can use this credit note towards another course.

In exceptional circumstances, special consideration may be given for withdrawals or transfers within the two week period. If this occurs, you may be charged a \$50 administration fee.

Once the course has commenced, there are no refunds in the event you are unable to attend.