

# ENROLMENT FORM

Surname .....

First name .....

Mailing Address.....

Suburb..... Postcode .....

Tel (H)..... Tel (W) .....

Fax..... Mobile no. ....

Email .....

Male  Female Date of birth: — — / — — / — —

Do you have a disability?  Yes  No .....

In what course(s) are you enrolling? (copy page if required)

Course name .....

Course code..... Fee \$ .....

I enclose my payment of \$ .....

Method of payment (please tick) .....

Cheque/Money Order  Mastercard  Visa  Cash

Credit card no. (if applicable)

— — — — / — — — — / — — — — / — — — —

Expiry date — — / — — Amount payable: \$ .....

Cardholder's name.....

- I have read and agree to the enrolment conditions including refunds on the inside front cover of this brochure.
- If applicable, I authorise CIT Solutions to release details of my academic progress and attendance in this program to my employer/sponsor.

**I have read and agreed to the non refund enrolment conditions in the Terms and Conditions.**

Signed.....

Date .....

## HOW TO ENROL

Complete the enrolment form. Attach your cheque/money order or credit card details payable to CIT Solutions Pty Ltd.

Choose one of the following ways to enrol in our Program:

1. By phone (02) 6207 4441 and have your credit card details ready
2. By fax (02) 6207 3430 with your signed credit card details
3. Online at [www.citace.edu.au](http://www.citace.edu.au)
4. Mail your application and payment to:  
CIT Solutions Pty Ltd  
PO Box 226  
JAMISON ACT 2614
5. In person between 9am - 4.30pm Mon-Fri at:  
J13, J Block, CIT Bruce Campus,  
BRUCE ACT 2614  
(EFTPOS available)

Tel: (02) 6207 4441

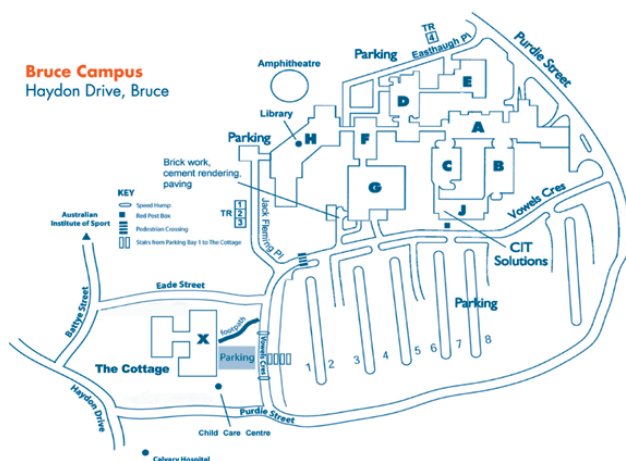
Fax: (02) 6207 3430

E-mail: [cit.solutions@cit.act.edu.au](mailto:cit.solutions@cit.act.edu.au)

Web: [www.citace.edu.au](http://www.citace.edu.au)

**PRICES QUOTED ARE GST INCLUSIVE IF APPLICABLE**

ABN 25 008 645 823



# TERMS AND CONDITIONS

## ENROLMENT CONDITIONS

Places will be allocated in order of payment. Remember; book early to secure your place.

All enrolments will be acknowledged by mail. If you do not receive this advice at least three days prior to course commencement, please phone our office for details.

Enrolments are accepted up to the commencement date if places are available.

## CANCELLATIONS

- If CIT Solutions cancels a course in which you have enrolled and fees have been paid, a full refund of all fees will be approved. Please allow up to three weeks for the refund to be processed.
- No refund will be granted after fees have been paid, unless the course is cancelled.
- Non-attendance at your enrolled course does not warrant a refund. You may substitute a student to take your place.
- In the case of serious, verifiable illness or family tragedy a refund request will be considered.

CIT Solutions reserves the right to alter any of the arrangements for classes either before or during the program.

CIT Solutions does not accept responsibility for changes in personal circumstances, work commitments or other reasons beyond our control.

## PRIVACY

All personal information provided will be handled confidentially in accordance with the Privacy Act 1988

## CERTIFICATES

Certificates of Attendance for courses completed are issued on request if the student has completed at least 80% of the course.

## GIFT VOUCHERS

Gift Vouchers are available on request.

## FEEDBACK

Please let us know if you have enjoyed your course or if you have any suggested improvements. We would like to hear from you. Either call us on 6207 3259, write to PO Box 226, Jamison Centre 2614, email [cit.solutions@cit.act.edu.au](mailto:cit.solutions@cit.act.edu.au) fax 6207 3430 or visit our website [www.citace.edu.au](http://www.citace.edu.au)