

Dear Prospective Student

The Certificate IV in Financial Services (Bookkeeping) is offered by Aussie Accounts Training in partnership with the Australian College of Training and Employment (ACTE). This course is nationally recognised and will benefit those seeking to enrich their skills and knowledge, and are either currently working or seeking employment as a bookkeeper.

Aussie Accounts is one of the largest bookkeeping companies in Australia serving small to medium businesses across a range of industries. Aussie Accounts Training is a wholly-owned subsidiary of Aussie Accounts that focuses on providing high quality training to ensure students develop the sound, solid foundation of knowledge and skills that are essential in advancing their career in the bookkeeping industry.

ACTE is a well-established dynamic and professional registered training organisation with highly qualified and experienced academics and educators. See their website at [www.acte.com.au](http://www.acte.com.au) for further information.

Information on the units of competency requiring completion to obtain a Certificate IV in Financial Services (Bookkeeping) can be found on our website at [www.aussieaccounts.com.au](http://www.aussieaccounts.com.au) under 'Bookkeeping Courses'.

There are a number of different pathways for completing the FNS40207. We provide a free planning and consultancy service to assist prospective students when making decisions about how to complete this qualification.

Aussie Accounts Training is strongly committed to meeting the individual learning needs of each student and therefore we provide opportunities for face-to-face learning in a friendly and supportive learning environment and/or home and work based learning as part of our distance education program. Full and part-time courses are offered at our Gold Coast and Brisbane locations and other areas on demand. Course time-tables are available on our website and in our course outline.

The cost of completing the FNS40207 Certificate IV in Financial Services (Bookkeeping) ranges from \$1,800 for RPL (Recognition of Prior Learning) to \$2,990 for the full course. Contact us to discuss other learning delivery options available. Course fees can be paid by credit card, cheque or by direct deposit to our bank account.

Further information, course outline and enrolment form can be downloaded from our website at [www.aussieaccounts.com.au](http://www.aussieaccounts.com.au), or alternatively by contacting our office on 07 5596 7477.

We look forward to seeing you in the future.

Rainer Griebel  
Manager  
Aussie Accounts Training



## Steps to Enrolment - FNS40207

1. See our website at [www.aussieaccounts.com.au](http://www.aussieaccounts.com.au) for course outline and information or request a kit to be to be emailed or posted to you.
2. Consider the course options available in view of your current situation.
3. Phone Aussie Accounts on **07 5596 7477** to check availability of places in the course of your choice.
4. Complete the enrolment application. Read the Terms and Conditions below and sign and date your application. Note that completion of enrolment and payment authorisation forms as well as a deposit of \$500.00 is required to confirm your enrolment.
5. Select your preferred method of payment from the options below:

### Internet banking:

Funds can be deposited directly to our bank account. Bank account details as follows: **\*\*IMPORTANT\*\***: *Please reference your payment with your surname and date of birth, and forward the Direct Deposit Advice form (below) to advise us that payment has been made.*

**Suncorp Bank BSB** 484799  
**Account Name:** Aussie Accounts Pty Ltd  
**Account Number:** 001672185

### Cheque or Money Order

Cheques or money orders should be made payable to Aussie Accounts Pty Ltd and mailed with the completed enrolment form to:

**Aussie Accounts Training**  
**C/o Aussie Accounts**  
**P.O. Box 2020**  
**Nerang BC QLD 4211**

### Credit Card:

Complete the credit card authorisation form below and fax it to Aussie Accounts on 07 5596 7488. Ensure all details are provided including the cardholder's signature. To protect your privacy and security, credit card details are destroyed after payment has been received. *Please note a 3.5% surcharge applies to all credit card transactions.*

6. Return the enrolment form with card authorisation form or direct deposit advice by fax to Aussie Accounts Training 07 5596 7488 or scan and email to: [info@aussieaccounts.com.au](mailto:info@aussieaccounts.com.au)

## A: QUALIFICATION

1. Name the qualification: **FNS40207 CERTIFICATE IV In Financial Services (Bookkeeping)**

2. Course Selection: (please tick)

FULL FNS40207 (Units)  \$2,990 RPL/RCC  \$1,800

Individualised program  POA

3. Preferred Training Location\*:

4. Please tick your study preference:

Full-time face-to-face  Part-time face-to-face

Distance Education  Individualised tuition

5. Preferred commencement date:

## B: PERSONAL DETAILS

7. Print your full legal name: Family name

Given name(s)

8. Preferred name

10. Preferred title: Ms  Miss  Mrs  Mr  Other (specify)

11. Date of Birth

Gender

Male

Female

12. Nationality:

Australian

Other

13. Citizenship:

Australian

Other

\* Travel allowance may apply – refer *Schedule of course fees*

14. Address and contact details:

	Home	Postal ( if different to home address)	
<b>Street no. &amp; name</b>			
<b>Suburb</b>			
<b>Town/City</b>		<b>State</b>	
<b>Telephone</b>	(H)	<b>Postcode</b>	
	(W)		
	(Mobile)		
<b>Email</b>			

15. Do you have any special learning or physical needs we should know about? If so, please provide details:

16. Why are you doing this course?

17. What is your current occupation?

18. Do you have a laptop to bring to the course for your personal use?

Yes                            No

19. Would you like some computer training? If yes, tick areas that interest you:

Yes  No

<b>Introduction to Outlook</b>	
<b>Basic word</b>	
<b>Basic Excel</b>	
<b>Introduction to Power Point</b>	

20. How did you find out about the programme that you are enrolling in?

## C: ENROLMENT TERMS AND CONDITIONS

1. All enrolment details will be provided as requested and returned to Aussie Accounts Training prior to course commencement.
2. A course deposit of \$500.00 is required to confirm enrolment in any selected courses.
3. Full payment of course fee must be received as clear funds prior to course commencement unless otherwise arranged with Aussie Accounts Training.
4. In the event that a participant is unable to attend a course following confirmation of enrolment and within 72 hours prior to course commencement they may choose to:
  - Apply for a refund of fees less deposit.
  - Defer their enrolment for a period of one month for an admin charge of \$88.00. Course transfers will be dependent on the availability of places in selected options.
5. Except for medical or other extenuating circumstances no refunds will be given for non attendance after a course has commenced. Aussie Accounts Training will not be liable for changes in personal circumstances that prevent attendance.
6. In the event that a course is cancelled by Aussie Accounts Training, Participants will be given the option to transfer to an alternative course or receive a full refund of fees within 7 days. Refunds will be paid by Aussie Accounts cheque or direct bank deposit to the original payee or their sponsors.
7. Aussie Accounts Pty Ltd shall not be held liable to any person or business for loss or damage suffered due to any unauthorised actions on the part of Aussie Accounts Training Pty Ltd, its related entities, employees, contractors or associates.
8. Persons seeking Credit transfer or RPL/RCC need to make an appointment with the Training Director, pay \$500.00 and undertake a self-assessment. There is no additional charge for credit transfer.

*I have read and agree to the Aussie Accounts Training terms and conditions as detailed above. I also undertake to read the Australian College of Training and Education policies and procedures as outlined in the Student Information Handbook for FNS40207 Certificate IV in Financial Services (Bookkeeping).*

SIGNATURE OF STUDENT

DATE

## D: CREDIT CARD AUTHORISATION

Please ensure that all details are completed as required. Please return completed authorisation form with enrolment form by fax to Aussie Accounts Training on 07 5596 7488.

STUDENT NAME

NAME ON THE CARD

AS THE CARDHOLDER NAMED ABOVE, I AUTHORISE AUSSIE ACCOUNTS TO DEBIT COURSE FEES AS DETAILED BELOW:

From my: (circle)

MasterCard

Visa

Account No:

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Exp. Date \_\_\_\_\_ / \_\_\_\_\_

AS **FULL**  OR **PART**  PAYMENT FOR THE COURSE/S TO BE UNDERTAKEN BY THE STUDENT NAMED ABOVE.

### IMPORTANT PLEASE READ CAREFULLY BEFORE SIGNING

I understand that a minimum payment of \$500.00 ( plus 3.5% credit card surcharge) is required to confirm enrolment in the course. I will be required to pay any monies owing prior to the commencement of the course.

<b>Total Course Fees payable</b>	<b>\$</b>
<b>Less deposit</b>	<b>\$</b>
<b>Balance owing</b>	<b>\$</b>
<b>Plus 3% credit card charge</b>	<b>\$</b>
<b>Total amount payable</b>	<b>\$</b>

**SIGNATURE OF PERSON NAMED ON CARD TO AUTHORISE PAYMENT:**

**Date:**

	/		/	2008
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**E: DIRECT DEPOSIT ADVICE**

If you choose to pay by direct bank deposit please complete this form and fax along with the completed enrolment form to Aussie Accounts Training on 07 5596 7488.

Please ensure that all details are completed as required.

I  wish to advise that I have  
deposited the amount of \$

Into the account of: **Aussie Accounts Pty Ltd BSB 484799 Account No. 001672185**  
on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of deposit). A copy of the bank deposit/receipt is attached.

Course participant details and course start details are as follows:

Name

Address

State  Postcode

Contact telephone number:

Email Address

Signature

Date  /  / 2008

**Office use only**  
Date received / / 2008  
Receipt No:

**F: TAX INVOICE REQUEST**

:

STUDENT NAME

COURSE ENROLLED

COURSE LOCATION

COURSE COMMENCEMENT DATE

**INVOICE DETAILS**

Name of person/company to whom the invoice  
should be addressed:

Full Address to which the invoice is to be sent:

Amount to be invoiced

Signature of person requesting invoice

Date

**Office use only**

Date received

Invoice Number