



WILLIAMS BUSINESS COLLEGE

APPLICATION FOR ENROLMENT

PART TIME EVENING AND SATURDAY STUDY

(NOT SUITABLE FOR INTERNATIONAL STUDENTS DUE TO VISA REQUIREMENTS)

PERSONAL DETAILS

MR MISS MRS OTHER _____

Family Name: _____ Given Name: _____

Address: _____

Postcode: _____

Home Tel: () _____ Mobile: _____

Email: _____

DOB: ___ / ___ / ___ School completion year: _____ Level Completed: _____

Other Education: _____

Brief work history (or attach resume) _____

COURSE AND FEE STRUCTURE

All courses are offered on Wednesday nights from 6pm to 9.30pm with one Saturday workshop per subject from 9am to 4pm. Two subjects are available per term.

Advanced Diploma of Management	8 subjects	\$950 per subject
Advanced Diploma of Marketing	8 subjects	\$950 per subject
Double Advanced Diplomas of Management and Marketing	10 subjects (TBC)	\$950 per subject
Diploma of Administration	8 subjects	\$820 per subject

PROGRAM (please tick)

- Advanced Diploma of Management BSB60407
- Advanced Diploma of Marketing BSB60507
- Double Advanced Diplomas of Management and Marketing BSB60407 and BSB6050
- Diploma of Business Administration BSB50407

START DATES

2010

- 10 FEB 21 JULY
- 17 MARCH 25 AUG
- 28 APRIL 6 OCT
- 2 JUNE 10 NOV

INCLUDE:

- Registration Fee \$100 deducted from your first payment (not required if paying for full subject)
- Resume
- If you wish to claim an exemption for prior learning or previous study please call for details of how to apply

SEND TO:

Williams Business College
 1 James Place,
 NORTH SYDNEY NSW 2060
 Fax: 9957 5325 Phone: 9957 5588
 Email: Info@williams.edu.au



WILLIAMS BUSINESS COLLEGE

DECLARATIONS

STUDENT:

I have read and understood the Terms and Conditions of Enrolment. The information on this application is correct to the best of my knowledge.

I agree that the fee payer should be informed of my progress in the program

Signature _____ Date _____

FEE PAYER:

I _____
(Name of person(s) paying fees or representative if paid by a company.)

Declare that I/we have the financial capacity to meet the tuition fees and agree to pay these as they become due, and that I/we have read and accept the Terms and Conditions of Enrolment

Signature _____ Date _____

TUITION FEE AND PAYMENT METHODS

We accept payment by cash, cheque, money order (made payable to Williams Business College), EFTPOS, VISA, MasterCard or direct deposit to:

**ANZ BANK – BSB: 012 361
ACCOUNT NUMBER: 1997 52057**

Credit Card Automatic Payments: Registration Deposit \$100 (Deduct from first payment)

Card Type: Visa MasterCard

Please deduct the subject fees each term as they fall due:
Advanced Diploma \$950 Diploma \$820

OR Amount to deduct this payment \$ _____

Name on Card _____

Expiry Date _____

Signed _____

TUITION FEE OPTIONS

I wish to take the following tuition payment option:

Advanced Diplomas

- Per subject (8 x \$950)
- Term (2 subjects) (4 x \$1860)
- In Full (1 x \$7200)

Diploma of Administration

- Per subject (8 x \$820)
- Term (2 subjects) (4 x \$780)
- In Full (1 x \$6200)

Fees will be paid by:

- Myself Other (details below)

If fees are paid by another person/company please give details:

Mr Mrs Miss Other: _____

Name: _____

Company name if applicable: _____

Relationship to Applicant: _____

Address: _____

Postcode _____

Daytime Phone: _____

TERMS & CONDITIONS OF ENROLMENT

EVENING STUDENTS: Notice in writing is required if a student wishes to withdraw from a program after enrolment. The matter will be dealt with within 14 days and any moneys to be refunded will be paid to the person or company named as paying the fees and according to the following terms:

Cancellation more than 14 days prior to commencement date: Tuition fees paid are refunded.

Cancellation less than 14 days prior to commencement date or after commencement: Fees for subject due to start in less than 14 days or already started are retained by (or due to) the College, and any balance of tuition fees paid is refunded.

If a student who has paid in full and received a discount withdraws prior to completion then any refund is calculated as the balance of monies paid after subjects commenced or due to be paid have been deducted at their full rate.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. The College reserves the right to cancel the enrollment of a student for breaching the Rules of the College. Should this occur, fees for the current subject / subjects would be retained by (or due to) the College and any balance refunded to the named fee payer.

A student who does not meet their financial obligations throughout their enrolment may be suspended from attending until they have paid the fees due.