

2010 INCOME TAX PREPARATION COURSE ENROLMENT FORM

NAME: _____

ADDRESS: _____

Postcode: _____ Telephone: _____

Date of Birth: _____

Fax: _____ Email: _____

Please enrol me in:

Day Night Correspondence

PREFERRED LOCATION: Clontarf Morayfield Maroochydore
 Kippa - Ring

I elect to pay in the following manner:

I enclose a Cheque/Money Order for \$.....
(Made payable to Tankderby Pty Ltd).

Please charge \$..... to my:

Bankcard
 Visa
 MasterCard

Card #

_____ Card Holders Name ____/____ Expiry Date

_____ Authority Signature

I will come in and pay cash

Other (please specify): _____

Office Use Only

Please tick each of the boxes to confirm all information has been recorded and enrolment completed.

Invoice Sent Class List Enrolment Details Data Base

2010 TAX TRAINING COURSE

GENERAL INFORMATION

Looking for a change in careers, or maybe just wanting to update your knowledge on the practical side of Taxation or maybe you just want to understand the tax implications relating to yourself or your business? Then we have the course for you.

By attending our course you are making a commitment to your personal and professional development.

This comprehensive course includes GST and computerised data input training.

If this is your first TTS (Tax Training School), the following information may be helpful.

ACCOUNTING GRADUATES & TAX AGENTS

If you have just completed your Accounting degree or hold any qualifications in Taxation, ie Tax Agent, please include a copy of your resume or Tax Agents Certificate with enrolment. Qualified applicants have often found our course to be an excellent opportunity to update their current level of knowledge in Taxation or increase their Tax preparation skills.

WHO SHOULD APPLY

If you want to learn more about Income Tax, how to save on your own tax, or how to earn an income as a professional income tax preparer, apply for this course right now.

No previous experience is necessary.

If you are a people person and are good with numbers we can train you. Access to the internet would be of an assistance but not compulsory.

There are no restrictions as we are an equal opportunity employer. We have expert Teachers and supervisors who work in taxation all

year round. This course will enable you to acquire a practical knowledge of the preparation of tax returns.

WHEN TO APPLY

Apply immediately. Courses fill rapidly, so fill out the registration coupon in this brochure and send it to us immediately for your enrolment in the earliest possible course.

HOW TO APPLY

Please PRINT your full name and address. Check your preference for times carefully. Check the method of payment that suits you best and send the coupon with your payment details or your cheque attached to:

Tax Training School

PO Box 6

KIPPA RING Q 4021

E-mail: info@q-tax.com.au

Fax: (07) 3284 1396

OR REGISTER ON LINE @ www.q-tax.com.au

COST \$550

Includes Tax Training Manual and computer training for, day course or correspondence course. Cost \$550 (including GST). Discounts are available for group bookings of 5 or more.

SMOKING

Please be advised that all of our training venues are smoke free environments

COURSE MATERIALS

All required course materials other than pens and pencils will be provided.

STATEMENT OF ACHIEVEMENT

*After obtaining a required level of competency, on both (2) 3-hour open book examinations, a Statement of Achievement is issued upon **successful completion** of the course.*

OBJECTIVES

By the end of the course, participants will be able to complete an individual tax return and perform duties as a Tax Consultant.

COURSE CHANGES

Course dates, times, course content and fees may be subject to change each year. Every effort will be made to inform those registered of any changes. Courses may be cancelled if there are insufficient numbers.

UNEMPLOYED

Contact your local Job Training Centre or Government agency for details about eligibility for assistance for training courses. (Not Austudy approved)

ENROLMENT DATES DAY COURSES

Commencement, Enrolment and collection of materials –

NIGHT COURSES

CLONTARF, KIPPA RING & MAROOCHYDORE

Tuesday February 2 at 6pm with classes held Tuesday and Wednesday nights from 6.00 – 9.30pm

(For approximately 18 – 20 weeks)

DAY COURSES

CLONTARF, KIPPA RING, MORAYFIELD & MAROOCHYDORE

Tuesday March 2 at 9.30am with classes held Tuesday, Wednesday, and Friday from 9.30 am. – 1.30 pm

(For approximately 14 – 16 weeks)

****No classes will be held on Public Holidays and please confirm dates and times with local area.***

FURTHER INFORMATION

*Please contact your nearest QTAX office or 1800 639 535 during **BUSINESS HOURS ONLY** or Log onto our Website @ www.q-tax.com.au*

TERMS AND CONDITIONS OF ENROLMENT

REGISTRATION AND FEES

1. All bookings received 2 weeks prior to the commencement of the course, are considered firm bookings.
2. To secure or ensure a position, full payment must be received on or before commencement date of the course. Please send payment with signed enrolment form or letter.
3. Correspondence Course - Course fees are payable in advance. All correspondence packages are forwarded on receipt of full payment.
4. All enrolments received will be acknowledged in writing. Dispatch of this acknowledgment is considered to be proof of receipt by the enrollee.
5. Late registrations will be accepted **ONLY** if course vacancies are available.
6. All cheques are to be made payable to Tankderby Pty Ltd

CANCELLATION POLICY

When unavoidable circumstances cause cancellation, written /faxed advice up to **10 days prior** to the course commencement qualifies for substitute nomination, transfer to another course, or full refund for 2010 course only.

QTAX reserves the right to cancel or reschedule courses as necessary.

NO REFUNDS ARE AVAILABLE AFTER COMMENCEMENT OF COURSE!.

COURSES LOCATIONS

LOCATIONS: *These may be subject to change depending on the number of students enrolled.*

CLONTARF – Day & Night Course

120 HORNIBROOK ESPLANADE
CLONTARF

KIPPA RING – Day & Night Course

SHOP 3/272 ANZAC AVE
KIPPA RING (NEXT TO POLICE BEAT)

MORAYFIELD – Day Course only

SHOP 48A, NORTHERN ENTRANCE
MORAYFIELD SHOPPING CENTRE, MORAYFIELD

MAROOCHYDORE – Day & Night Course

CNR AERODROME ROAD & MAUD STREET
MAROOCHYDORE