

STUDENT DETAILS:

First Name: _____ Last Name: _____

Email: _____

Please note: to save paper and be kind to our environment, all course information and enrolment receipts will be sent via this email address. If you require your information to be mailed, please tick this box →

Phone: _____ Fax: _____

How did you find out about QCA Short Courses?
 past QCA/Griffith student
 web
 email
 print advert/flyer
 word of mouth

COURSE INFORMATION:
1. Course Title: _____

Start Date: _____ **Fee: \$** _____

2. Course Title: _____

Start Date: _____ **Fee: \$** _____

TOTAL: \$ _____

If Claiming Concession rate, please select one of the following:
 Full-time Student
 Pensioner
 Griffith Staff
 Griffith Alumni (No. _____)

BILLING INFORMATION:
Please tick:
 Cheque Payment (make payable to Griffith University)
 Credit Card Payment:
 Visa
 MasterCard
 Amex
 Bank Card

 Credit Card Number:

 Expiry Date (mm/yy): /
 ISN Number: _____

Billing Address:

Attn to: _____

Street Address: _____ Suburb: _____

 State:
 Post Code:

Credit Card Holder Signature: _____ Date: _____

Print Name: _____

Please complete and submit:

 Credit Card Payments:
 Fax: **(07) 3735 6186**
 Email (scan form): **qca-enterprise@griffith.edu.au**

 Cheque Payments:
 Mail: **Attn: QCA Enterprise
 QCA Griffith University
 PO Box 3370
 South Brisbane QLD 4101**
OFFICE USE ONLY

Description	GL Speedtype	Class	Account	GST Code	Amt (GST incl)
QCA Short Course	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Concession Rates

Concession rates can be claimed by full-time students, pensioners, Griffith University staff members and registered Griffith University Alumni. An Alumnus of Griffith University is anyone who has completed a six month course towards a degree program. If you meet this criteria and wish to register for Alumni status, please follow the link to:

<http://www.griffith.edu.au/development-alumni/alumni-community/registration>

Then simply quote your Griffith Alumni number when you enrol.

Paying by Instalments

QCA Enterprise is happy to accept enrolment payments in instalments. A first payment of \$100 is required to secure a place in any one (1) QCA Creative Short Course. Asides from this initial deposit, a schedule of payments can be negotiated (generally payments must be completed by the course commencement date). *If you wish to pay by instalments, please first call (07) 3735 3105 before making any payments.*

Transfer

Transfer requests be will accommodated prior to course commencement dates provided places are available. Fees can be transferred to other student (at the discretion of QCA Enterprise), but cannot be transferred to courses commencing the following years.

Course Withdrawal

An administration fee of \$20 per course applies when a student withdraws from a course before it commences.

Refund

- QCA Enterprise encourages students to choose carefully. Fees will not be refunded following the course commencement date if the student has changed their mind, had a change in personal or work commitments or made a wrong selection.
- All refund requests must be made in writing (emails are acceptable)
- Fees cannot be transferred to courses commencing in the following year
- If QCA Enterprise cancels or delays a course, then a full refund or course transfer will be offered.
- Persons about to receive a refund must first complete a Vendor Details form (supplied upon approval of refund) as Griffith University is unable to make payments to non-vendors.