Enrolment form

REIQ

ABN 49 009 661 287

STUDENT DETAILS

☐ Mr ☐ Mrs ☐ Ms First name _____ Surname _____

(THIS IS THE NAME WHICH WILL APPEAR ON YOUR STATEMENT OF ATTAINMENT)

Date of Birth*(This field must be completed and will be used for identification only)_____

Home address _____ P/Code _____

Postal address _____ P/Code _____

Home phone_____ Mobile phone _____

Fax_____ E-mail _____

Do you work for an REIQ Accredited Agency or are you an individual member? ☐ Yes ☐ No

☐ REIQ Accredited Agency ☐ Individual member If yes, Membership no. _____

Are you a previous course participant? ☐ Yes ☐ No

AGENCY DETAILS (If employed in real estate)

Organisation name _____

Principal name_____

Postal address _____ P/Code _____

Phone _____ Fax_____

PLEASE INDICATE YOUR NEAREST REIQ REGIONAL OFFICE (Please tick appropriate box)

☐ Brisbane ☐ Gold Coast ☐ Sunshine Coast Cairns ☐ Toowoomba ☐ Central Qld

PAYMENT METHOD (Please tick appropriate box)

PLEASE NOTE Enrolments will only be confirmed once payment is received

☐ Cheque (Please make cheques payable to REIQ)_____

☐ REIQ Membership No _____ Authorised REIQ Account Signatory: _____

Signatory Name (Please Print):_____

☐ Credit card ☐ Mastercard ☐ Visa ☐ Amex **Expiry Date:___ / ___** **Amount:** _____

Card No: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CCV*: ☐☐☐☐

*The Card Check Value (CCV) for Mastercard and Visa is the last three digits of the number found in the card's signature block. The CCV for Amercian Express is the four non-embossed digits on the front of the card.

Name of cardholder: _____

Signature of cardholder: _____

PLEASE NOTE REIQ will issue a tax invoice for the above amount in the name of the student, or if an agency is paying, in the name of the agency. No invoices will be issued to any other parties.

STUDENT MUST SIGN BELOW TO CONFIRM YOUR ORDER AND YOUR UNDERSTANDING OF THE CANCELLATION/REFUND POLICY AS SET OUT ON THE FOLLOWING PAGE:

(for clarification on any point, please contact your local office)

SIGNATURE: _____

IF THIS SECTION IS NOT SIGNED, REIQ WILL NOT BE ABLE TO PROCESS YOUR ENROLMENT, CONFIRM YOUR ATTENDANCE AT ANY CLASS OR SEND ANY DISTANCE EDUCATION MATERIALS.

COURSE INFORMATION

Student details

First name _____ Surname _____ Daytime Phone _____

Do you wish to apply for Recognition of Prior Learning (RPL)? (Please tick appropriate box)

☐ Yes ☐ No (If 'Yes', please complete additional RPL application form available from Professional Development)
Please contact the Professional Development if you would like information about RPL.

Course details (Please tick as appropriate)

☐ **Distance Education (CD)** ☐ **Contact Training**

For distance education students, please note that we provide your materials on CD. If you would like to receive your materials in hard copy, an additional $50 fee will apply per short course. The full Licensing course attracts an additional fee for hard copy. Please tick here if you would like to receive your materials in hard copy.

☐ Hard copy **Fee:** _____

Postage & Handling for DE Students - For DE materials posted to anywhere outside Australia, students will incur additional postage costs of between $50 & $300 dependent upon location. Please contact REIQ Professional Development for further information.

	Contact Training Only		
Competency / Course	**Course location**	**Commencement date**	**Fee**
		TOTAL	

Miscellaneous fees:

Type i.e. late marking fee:

Amount:

Cancellation / Refund policy

1. Cancellations for course enrolments must be made in writing (letter/fax or email) at least 7 days prior to commencement of training. In all cases a $100 administration fee will be retained. Failure to give notice as per the above, will result in the full course fee being charged. However, students will have the option of transferring to the next available course by paying the $100 administration fee. Please note that should a student who has transferred under these conditions subsequently cancel their course, no refund will be made.
2. Refunds will not be made once a student has attended all or part of a course.
3. In all instances where materials need to be re-issued to any student, a $50 per unit fee will apply.

For Distance Education refunds

4. Cancellations for course enrolments must be made in writing or by email prior to materials being dispatched. A $100 administration fee will apply.
5. Where Distance Education has been selected as the delivery mode, no refund will be made for competencies once they have been dispatched by the REIQ.
6. In all instances where materials need to be re-issued to any student, a $50 per unit fee will apply.

Privacy Policy

The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. The vast majority of our members and non-member clients welcome this communication. However, in full recognition and respect of your privacy rights, we would like to confirm this with you. You can withdraw this permission at any time by making contact with us.

Please tick the following boxes if you do NOT wish us to contact you in the future.

☐ Please do not contact me by mail ☐ Please do not contact me by fax/phone ☐ Please do not contact me by email

Return this form to REIQ Professional Development
PO Box 1555, Coorparoo DC Qld 4151 or fax 3891 5359
For further information contact REIQ Professional Development on 3249 7347