

2016 INCOME TAX PREPARATION COURSE ENROLMENT FORM



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Please enroll me in:

Day  Correspondence  Night  
(Mackay, Clontarf and Maroochydore Only)

PREFERRED LOCATION:

Clontarf  Morayfield  Maroochydore  Mackay

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:

Visa  MasterCard

Card #

Card Holders Name \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

Authority Signature: \_\_\_\_\_

I will come in and pay cash

Direct Deposit – BSB: 084-100 Account: 650385504  
Name: Tankderby Trust

# 2016 TAX TRAINING COURSE

## 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 a full refund for 2016 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

**MAROOCHYDORE – Day & Night Course** - Shop 1/67 Aerodrome Road

**MACKAY – Day & Night Course** – Course location to be advised

**MORAYFIELD – Day Course only** – Caboolture Neighbourhood Centre 9 George Street Caboolture Qld 4510

\*Course locations may be required to combine due to numbers so travel may be required.

This will be at the discretion of management with little notification.

## GENERAL INFORMATION

Looking for a change in careers? Perhaps you are 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. If so, then we have the course for you!

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

## ACCOUNTING GRADUATES & TAX AGENTS

If you have just completed your accounting degree or hold any qualifications in taxation, i.e. you are a qualified 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 is essential.**

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. Good Oral and written English is essential.

## 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 184**

**Clontarf Beach QLD 4019**

**E-mail: [info@q-tax.com.au](mailto:info@q-tax.com.au)**

**Fax: (07) 3284 1396**

**OR REGISTER ONLINE @ [www.q-tax.com.au](http://www.q-tax.com.au)**

## COST \$550

This includes Tax Training Manual and computer training for day, night and correspondence courses. 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

Students may be required to print off documents and materials relating to the Tax Training Course.

### 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 who are 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)

For top graduates of the course, job interviews are available. To be eligible for a job interview you must achieve an 85% pass rate, you must have reasonable availability for work during the tax season.

## ENROLMENT DATES

### NIGHT COURSES

#### CLONTARF, MACKAY and MAROOCHYDORE

**Tuesday February 16th at 6.00 pm** with classes held **Tuesday** and **Wednesday** nights from 6.00 pm – 9.00 pm

### DAY COURSES

#### CLONTARF, MORAYFIELD, MACKAY and MAROOCHYDORE

**Thursday February 18th at 9.30am** with classes held **Thursday** and **Friday's** from 9.30 am. – 12.30 pm

**\*No classes will be held on Public Holidays and School Holidays 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](http://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 acknowledgement 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