

SMARTBOOKS MYOB TRAINING ENROLMENT FORM

This form must be completed and returned to Smart Books in order to confirm your participation in the elected training course.

Send via fax > 07 4728 4086

Send via post > po box 1802, Aitkenvale Q 4814

Should you have any questions, please call the Smart Books Training hotline on **1300 369 947** and speak to one of our friendly staff.



Nationally Accredited Trainers

Qualified Bookkeepers

Authorised MYOB Resellers

MYOB

Certified Consultant

Training Hotline **1300 369 947**

smartbooksaustralia.com

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Po Box 1802, Aitkenvale Q 4814 | ABN 20 964 479 913

**smartbooks**

SMART BOOKS

MYOB TRAINING ENROLMENT FORM

Business to Complete

Student Name: _____ *Mr / Mrs / Miss / Ms*

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Billing Name: _____

Billing Address: _____

Mailing Address (for certificate): _____

Does the Student suffer from any medical conditions we should be aware of?

Does the Student have any special learning requirements?

Does the Student have reading difficulties? Yes No Is the student willing to read aloud? Yes No

Qualifications & Skills - Student to Complete

If you have previous experience with MYOB please rate how confident you feel in each module.
1 = no experience, 5 = highly skilled. Please circle which one applies to you.

Accounts Module	1	2	3	4	5
Banking Module	1	2	3	4	5
Sales Module	1	2	3	4	5
Purchases Module	1	2	3	4	5
Payroll Module	1	2	3	4	5
Time Billing Module	1	2	3	4	5
Card File Module	1	2	3	4	5
MYOB Reporting (incl. BAS)	1	2	3	4	5
MYOB Set-Up	1	2	3	4	5

What are your objectives in enrolling in this course? (i.e. I would like to focus more on MYOB reporting)

Course Locations - Student to Complete

Please tick the location of the course you will be participating in.

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Townsville | <input type="checkbox"/> Rockhampton | <input type="checkbox"/> Darwin |
| <input type="checkbox"/> Adelaide | <input type="checkbox"/> Tasmania | <input type="checkbox"/> Bundaberg |
| <input type="checkbox"/> Mackay | <input type="checkbox"/> Cairns | <input type="checkbox"/> Toowoomba |
| <input type="checkbox"/> Perth | <input type="checkbox"/> Canberra | <input type="checkbox"/> Other _____ |

Course Details - Student to Complete

Please tick where applicable.

- | | |
|---|--|
| <input type="checkbox"/> Step 1 - MYOB Foundations & Bookkeeping Essentials | <input type="checkbox"/> Prereq 1 - MYOB Basic Computer Skills |
| <input type="checkbox"/> Step 2 - MYOB Intermediate Level | <input type="checkbox"/> Prereq 2 - MYOB Basic Business Principles |
| <input type="checkbox"/> Step 3 - MYOB Reporting/BAS & Company Data Auditor | <input type="checkbox"/> Adv. 1 - MYOB & Excel for Reporting & Data Management |
| <input type="checkbox"/> Step 4 - Exam | <input type="checkbox"/> Adv. 2 - MYOB & Word – A Marketing Tool for Your Business |
| <input type="checkbox"/> Step 5 - MYOB Advanced Payroll | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Multicourse (Steps 1-4) | |

Course Commencement Date: / /

Is Laptop hire required? \$55 fee applies. Yes No

Payment Details - Business to Complete

Total Course Costs \$ _____ + credit card surcharge if applicable

- | | |
|--|--|
| <input type="checkbox"/> Cheque or Money Order <i>Payable to Smart Books</i> | <input type="checkbox"/> Direct Deposit <i>Refer to tax invoice for bank details</i> |
| <input type="checkbox"/> Credit Card <i>1.95% surcharge applies</i> | <input type="checkbox"/> Payment plan <i>I agree to pay \$ _____ per week</i> |

Credit Card Number

Expiry Date (MMYY) CVV CVV = last 3 numbers in sig. panel.

Name on Card _____

Signature: _____

- Please charge 100% of the total course cost to my credit card. I understand that a 1.95% surcharge of the total course cost will be added to my credit card purchase.

This enrolment form is confirmation that I will be participating in the above course, and I will be responsible for all costs associated with this training.

Signature: _____

Date: _____

Print Name: _____

SMART BOOKS

COURSE BOOKING TERMS AND CONDITIONS

Page 4 of 4

Tentative Bookings

Smart Books will tentatively reserve your position in the enrolled training course for a maximum period of 24 hours. In order to secure your booking a signed enrolment form and 50% deposit must be supplied.

Confirmation

Confirmation of your booking must be received in writing, noting you accept and agree to the terms and conditions, as well as a 50% deposit within 24 hours of the inquiry date. After this date the reservation will be released at the discretion of Smart Books.

Deposit

The balance of the course costs must be paid in full, one week (5 business days) prior to the commencement date.

Cancellations

Students may cancel their enrolment no less than 10 business days before the scheduled commencement date of their course. If the requisite notice is given, then Smart Books will refund all amounts paid by the student less the sum of \$55.00 to cover administrative and other cancellation costs.

Smart Books will not be obliged to refund any amount paid by a student in respect of a cancellation if any lesser period of notice is given. To be effective, a written notice of cancellation must be faxed to (07) 4728 4086, within the time frame stated.

Acceptance

I _____ (*print name*) hereby authorise _____ (*student name*) to attend the course as stated on this enrolment form and accept the Terms & Conditions as stated as above.

For more information on any of the terms and conditions outlined in this document, please do not hesitate to contact us via our training hotline. 1300 369 947.