NATIONAL COLLEGE OF COURT REPORTING

MACHINE SHORTHAND PROGRAM
APPLICATION FOR ENROLMENT

Name .....

Address ..... **Post Code** .....

Telephone (Home) ..... **(Work)** .....

Mobile ..... **Email** .....

Are you able to type? YES/NO At about what speed? ..... words/minute

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I wish to enrol in the four-term (32 week) course in Machine Shorthand.
I have the choice of four commencement points, either February, May, July or October.

I wish to enrol as a student
commencing in ( ) February ( ) May

or **commencing in** ( ) July ( ) October

please tick whichever is applicable

I enclose a deposit of $100 to secure a place in the course.

I undertake to pay the fees for the course, $1750, plus $200 for Security on the loan machine, etc. as follows:

Part course fees as deposit	$100	
Balance fees (includes loan of machine, tripod, & tapes)	$1650	
Security on loan machine, tripod and tapes	$200	$1950

(Security payment, $200, is refundable on safe prompt return of machine, tripod & tapes)

I understand that once my studies have commenced, should I wish to withdraw my enrolment, I will receive no refund of the monies paid.

Signature ..... Date .....

Please complete this form and post with your deposit of $100.00 by cheque or money order*, made payable to **SCRIPTLAB SERVICES PTY. LTD.**

Please post your form to: **Mrs P M Roberts, Program Director, Scriptlab Services Pty Ltd**
38 Cowan Street, GAWLER, South Australia 5118.

*** We are unable to accept payments by Credit Card or in cash**.

NATIONAL COLLEGE OF COURT REPORTING (ARBN 061266859)
ADMINISTERED BY SCRIPTLAB SERVICES PTY LTD (ABN 58 061 266 859)
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