

## Certificate IV in Financial Services (Personal Trust Administration) FNS40204

### Registration Form: Semester 1, 2010, commencing 15 March

**Complete all (4) sections of this form**

#### 1. Personal details\*

|   |                  |              |
|---|------------------|--------------|
| Family name.....                            | Given Name:..... | Title: ..... |
| Organisation:.....                          |                  |              |
| Position:.....                              |                  |              |
| Postal Address:.....                        |                  |              |
| ..... State ..... Country.....P/code:.....  |                  |              |
| Phone: (W)..... Fax: (W)..... Mobile: ..... |                  |              |
| E-mail: .....                               |                  |              |

\*All Registered Training Organisations are required to obtain proof of identity as a condition of enrolment, and the full name appearing on the identity document supplied will appear on the Certificates / Statements of Attainment issued. Please attach a copy of your Passport OR Driver's Licence OR Birth Certificate to this application if you have not supplied your ID to UWS College previously.

#### 2. Enrolment details

| Unit code   | Unit title   | Fee AUD\$ | Select ✓ |
|-------------|--|-----------|----------|
| FNSPERT301B | Establish Entitlements to an Intestate Estate  | \$400.00  |          |
| FNSPERT302B | Administer a Non complex Estate  | \$400.00  |          |
| FNSPERT303B | Administer a Non complex Trust   | \$400.00  |          |
| FNSPERT402B | Administer an Intestate Estate   | \$550.00  |          |
| FNSPERT403B | Prepare a Will   | \$550.00  |          |
| FNSPERT404B | Administer a complex Estate  | \$550.00  |          |
| FNSPERT405B | Administer a complex Trust   | \$550.00  |          |
| FNSPERT406B | Establish Powers of Attorney or Accept Appointment under Financial Administration Orders | \$550.00  |          |
| FNSPERT407B | Administer Powers of Attorney or Financial Administrative Orders                         | \$550.00  |          |
| FNSPERT501B | Advise Clients on Trust Structures   | \$650.00  |          |
| FNSPERT502B | Advise Client in Estate Planning   | \$650.00  |          |
|             | <b>Total fee</b>   |           |          |

### 3. Applicant Request / Trustee Organisation Recommendation

**Note:** If you work for a Trustee Organisation, your enrolment should be processed through your Staff Training Officer/Manager.

I, .....(name), .....(position), request that I be enrolled in the unit(s) shown on page 1 of this registration form.

If this enrolment has been subsidised by my employer or other sponsor, or has been organised and supported through my employer, I hereby give authority to UWS College to provide information relating to my enrolment and study progress to my employer and/or sponsoring organisation.

**Applicant's signature:** ..... **Date:** .....

This applicant's proposed study program is recommended and supported. I am authorised to approve any fees incurred for this application and have read and understood the fees refund policy.

Manager's name: .....Position: .....

**Manager's signature:** ..... **Date:** .....

### 4. Payment details

#### Payment options

**Total Course fee: AUD\$**.....

a) Please invoice (company).....

attention: .....

Address .....

or

b) Cheque enclosed for \$ .....payable to **UWS College P/L**

or

c) Please charge:      MasterCard       Visa

Name of Cardholder: .....Amount \$.....

Card Number: ..... Exp date:.....

Cardholder's Signature: .....

**REFUND POLICY:** If written notice of cancellation of enrolment is received by UWS College prior to 8 March 2010, a refund equal to 90% of the enrolment fees will be made. If written or verbal notice of cancellation of enrolment is received by UWS College after 8 March 2010, no refund applies. Substitutes may be nominated prior to semester commencement date (15 March 2010). If an offer of admission is withdrawn or UWS College fails to provide a course of study, all fees paid will be fully refunded unless the offer was made on the basis of incomplete or incorrect information supplied by the applicant (in which case UWS College may retain an administration fee of 10% of the tuition fee paid or payable). PLEASE NOTE: no other refunds for changed circumstances will apply.

**Forward to: E-Learning Course Coordinator**

**Post:** UWS College, PO Box 406, WESTMEAD NSW, Australia 2145

**Fax:** +61 2 9685 9715