



**THE INCOME TAX PROFESSIONALS**

**2012 INCOME TAX PREPARATION COURSE  
ENROLMENT FORM**

NAME: Mr/Mrs/Ms/Miss

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

POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please enrol me in:  Day  Correspondence

PREFERRED LOCATION: \_\_\_\_\_

**PAYMENT METHOD:**  I will pay by cash/EFTPOS at \_\_\_\_\_ ITP office

I enclose Money Order for \$..... (Made payable to Income Tax Professionals)

Please charge \$..... to my:  
     Visa       Mastercard      (circle appropriate card type)

Card No:

Cardholders Name: \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

I acknowledge that all rights are reserved and that no part of this material may be reproduced or copied in any form or means without permission from ITP.

**I confirm that (subject to successful completion of the course) I am seeking employment with ITP for the 2012 Tax Season commencing 1 July 2012** ( this clause not applicable to those enrolling in the correspondence option)

Signature \_\_\_\_\_



**THE INCOME TAX PROFESSIONALS**

**ITP  
TAX TRAINING  
COURSE  
2012**

**LOCATIONS**

(Subject to confirmation & minimum enrolments)

**DAY CLASSES**

**BRISBANE**

Stones Corner  
Marsden  
Chermside  
Deception Bay  
Ipswich  
Capalaba

**NORTH QLD**

Rockhampton  
Townsville  
Mackay  
Gladstone

**SUNSHINE COAST**

Caloundra

**CORRESPONDENCE COURSE ALSO AVAILABLE**

## GENERAL INFORMATION

# Looking for a career in tax preparation with ITP?

## Then this is the course for you.

Each year we select a large number of people to assist us in the busy tax season from those who successfully complete this course. A number of our students come back year after year. This comprehensive course is computer-based—you learn hands-on with realistic case studies.

## COURSE OVERVIEW

By the end of the course, participants will be able to complete an individual tax return and perform duties of a Tax Consultant.

The following topics will be covered in the course:

- Individual Taxpayers—income, deductions etc
- Rental Properties, Motor Vehicles
- Business and Professional Taxpayers
- ITP Office Procedures
- Customer Service skills

And much more.

## WHO SHOULD APPLY

This course is **specifically designed for those persons seeking work with ITP during the tax season**. If you want to earn income as a professional income tax preparer, apply for this course right now. No previous experience is necessary. If you are good with numbers we can train you. There are no restrictions as we are an equal opportunity employer. **Good oral and written English is essential.**

Expert tax consultants who work in taxation all year round supervise our courses. You will acquire a practical knowledge for the preparation of tax returns and ITP office procedures.

## WHEN & HOW TO APPLY

Apply immediately. Courses fill quickly. Complete the registration form included in this brochure and send it to us immediately. Please print your name, address and phone number CLEARLY and don't forget to nominate your preferred location.

**ITP Tax Training School**  
**PO Box 2092**  
**Springwood Qld 4127**  
Or  
**Fax 07 3290 5856**  
Or

**Email : taxtraining@itpqld.com**

We will contact you when we receive your form to confirm availability of a place in the course. Payments will not be processed until you receive this confirmation.

## ACCOUNTING GRADUATES

If you have just completed your Accounting degree or hold any qualifications in Taxation, eg. Tax Agent, please include a copy of your resume or Tax Agents Certificate with enrolment. Qualified applicants are always welcome to join our course.

## CORRESPONDENCE

If you are looking to upgrade your personal tax skills, rather than seeking employment, then we offer a correspondence option for the course.

## COURSE MATERIALS

All course reference materials will be provided **but it will be necessary for you to have access to a computer with a Windows XP (or later) operating system and an associated printer.**

## STATEMENT OF ACHIEVEMENT

Subject to achieving the required level of competency, on both (2) 3-hour open book examinations, a Statement of Achievement will be issued upon successful completion of the course.

## COST \$495

Includes all reference material and computer training for the course.

## UNEMPLOYED?

Contact your local Job Training Centre or Government agency for details about eligibility with assistance for the training course. **(Not Austudy approved)**

## COMMENCEMENT DATES

Commencement and collection of materials:

**All Venues:**  
Monday March 5, 9.30am.

Classes run **Monday, Wednesday and Friday**  
from 9.30am—1.30pm  
(for approximately 13 weeks)

**No classes will be held on Public Holidays.**  
**Please confirm commencement dates and times in your local area.**

## FURTHER INFORMATION

Please phone the Tax Training School enquiry line on

**1800 093 938**

## TERMS AND CONDITIONS OF ENROLMENT

### Registration and Fees:

**NOTE—BY COMPLETING THE ENROLMENT FORM YOU CONFIRM THAT YOU ARE SEEKING EMPLOYMENT WITH ITP FOR THE 2012 TAX SEASON COMMENCING 1 JULY.**

1. To secure position and availability of course materials, fees should be paid immediately on confirmation of enrolment.
2. Correspondence Course—Full course fees are payable in advance. All correspondence material packages are forwarded on receipt of full payment.
3. All enrolments received will be confirmed in writing.
4. **Materials will only be issued on receipt of full payment.**
5. Student agreement forms to be signed and returned before issue of materials.
6. Payments may be made by cash or EFTPOS (at your nearest ITP office), credit card (include details on enrolment form) or by money order (send to PO Box 2092 Springwood 4127). Cheques will not be accepted.

### Cancellation Policy:

When unavoidable circumstances cause cancellation, written/faxed advice up to date of course commencement qualifies for substitute nomination, or full refund for 2012 course only. ITP reserves the right to cancel or reschedule courses as necessary.

**After commencement of course, no refunds are available.**