

Personal details	
Surname	
Given names	
QLS number	
Email	
<p><i>Email will be the primary method of communication for both updates and personal communication in the TARC. It is the responsibility of all enrolled TARC participants to check their email account on a regular basis and to provide a functional email account. Please list your postal address for dispatch of course materials.</i></p>	
Postal address	
	Postcode
Phone	

Referring body
Body that referred or recommended that I attend the TARC:

Office use only	<input type="checkbox"/> Application declined	By	Date
	Notes:		
	<input type="checkbox"/> Application accepted	By	Date
	Registration No.:		
	Workshop allocated:		
	<input type="checkbox"/> Registered in iMIS	By	Date
	<input type="checkbox"/> Registration confirmation and invoice emailed	By	Date

Fees
<i>Please refer to the TARC Student Handbook for cancellation policy</i>
<input type="checkbox"/> Trust Accounting Referral Course <span style="float: right;"><b>\$1500</b> (inclusive of \$136.36 GST)</span>

Workshop date
<p><b>Please note: You are required to nominate a workshop date. Please ensure your availability for the workshop and the examination.</b></p> <p>Please refer to the workshop dates listed on <a href="http://qls.com.au/tarc">qls.com.au/tarc</a> and indicate your preferred dates. Whilst every endeavour will be made to place you on one of your preferred allocations, such placement is not guaranteed. You will be advised in your confirmation email of your allocated workshop date.</p>
Preferred workshop date 1
Preferred workshop date 2

Other documents required
<p>Have you included a signed Agreement letter? An agreement with the General Manager, Professional Leadership must be entered into which confirms the terms of the order or referral and that assessment reached at the end of the TARC will be communicated by the Professional Conduct Committee to the body that referred or ordered the practitioner to undertake the TARC.</p>
<input type="checkbox"/> Signed Agreement letter attached

Signature	
<p>I confirm that all details on this enrolment form are correct. I confirm that I will make payment as per the invoice QLS will provide to me with my registration confirmation. I confirm that the assessment results reached at the end of the course will be communicated by the Queensland Law Society ("the Society") to the body which referred or recommended me to the TARC.</p>	
Signature	Date

**Privacy:** The Society is authorised to collect your personal information under the *Queensland Law Society Administration Rule 2005* and the *Legal Profession Act 2007* for the purpose of carrying out the Society's statutory obligations and duties.

In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:

- To register your details for the purpose of enrolment in the Trust Accounting Referral Course
- To check your details with the Society's Professional Leadership Department
- Providing you with important information
- To provide notification of your results to the referring body

In accordance with the *Electronic Transactions (Queensland) Act 2001*, the Society may provide notices to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

Further details about the Society's privacy Statement, Plan and Code of Practice and the collection of personal information may be found on the Society's website, [qls.com.au](http://qls.com.au).

**Events and Resources Policy:** visit [qls.com.au/events\\_policy](http://qls.com.au/events_policy) to view the policy or for more information please contact the Society at [events@qls.com.au](mailto:events@qls.com.au).