

Short Courses Enrolment Form



First name: _____

Last name: _____

Date of Birth: _____

Address: _____

Postcode: _____

Email: _____

Day phone: _____ Mobile: _____

I would like to enrol in the following courses

*An "ENROLMENT FORM" must be filled out before commencement in a course

Course: _____

Date: _____ Cost: \$ _____

Course: _____

Date: _____ Cost: \$ _____

Course: _____

Date: _____ Cost: \$ _____

Course: _____

Date: _____ Cost: \$ _____

THE TOTAL I AM PAYING IS **TOTAL \$**

I will be paying by CASH CHEQUE EFT CREDIT CARD

Signed: _____ Date: _____

Please charge my: Mastercard Visa

Card Number

Expiry Date: _____ Signature: _____

OFFICE USE ONLY:

Date: _____ Initials: _____

Receipt# _____ \$ _____

Payment & Enrolment information

In Person: At Yarraville Community Centre, 59 Francis St Yarraville. Monday to Thursday 9–5pm Fridays 9–4pm **By Phone:** 9687 1560 credit cards only **By Fax:** 9687 1166. First phone to book. We will hold your place for 3 working days. Fax your credit card details on a completed enrolment form. **By Post:** Fill in and then post completed enrolment form & payment to Yarraville Community Centre: PO Box 215 Yarraville 3013 – Cheque or Credit Card payment only

General Information

1. There is a \$15 Administration charge for all invoices on course fees. 2. Bookings can only be confirmed when payment has been made. 3. Refunds & Transfers will only be considered when a written request is received 10 days prior to class commencement. An admin fee of \$10 will apply. No refunds will be given once class has commenced. 4. Classes cancelled by the Centre will be given a full refund. 5. Payment by mail: your receipt will be available at the first session of the course, if a stamped self-addressed envelope is enclosed a receipt will be forwarded 6. This organisation respects your rights to information privacy. Information which we collect and hold on learners is kept in accordance with information privacy laws. Please contact us if you would like any further information on privacy.

"GF" For Government Funded courses we may require additional information, another enrolment form maybe needed to be filled out and you may be contacted from funding bodies regarding the course.

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