

ENROLMENT FORM: GENERAL CLASSES



The Basin Community House

Course applying for: _____

| | | |
|---|-------------|----------------|
| Title: | First Name: | Last Name: |
| Gender: Male / Female / Indeterminate / Intersex / Unspecified | | Date of Birth: |
| Country of Birth: | | |
| Home Phone number: | | Mobile number: |
| Address: | | |
| | | Email: |
| How did you hear about the course: | | |
| Are there any special needs or medical conditions we should be made aware of? Please provide details: | | |
| Emergency Contact Details | | |
| Name: | | |
| Relationship to student: | | |
| Emergency phone number: | | |

SIGNATURE AND DECLARATION

- If there is an emergency I allow those in charge to make decisions for my safety or wellbeing, including ambulance travel, medical treatment, and hospitalisation.
- I understand that I have to pay for all my own medical bills and expenses.
- I understand that The Basin Community House will let me know about any planned excursions.

I DO / DO NOT

allow photographs/videos of me to be taken as part of my classes at **The Basin Community House** to be used on display boards, TV screens, web pages or CD's, brochures/posters, video/audio, newsletters, newspaper articles or Annual reports. **The Basin Community House** will not give any personal information about you to anyone else without your written permission. This is the law known as the Privacy Act, (2001).

***Confirmation of enrolment:** Confirmation of enrolment is assumed upon receipt of course fees. Please attend unless you are otherwise notified. Receipts for mail enrolments provided if a stamped self-addressed envelope is supplied. Receipts can be collected from office. Fees can be paid by cash, cheque credit card or EFTPOS.

*Places not held unless payment has been made and enrolment form received.

***Bookings :** Are only taken on receipt of full or 50%payment of course fees. Bookings are taken in order of payment.

***Fees in full are due 1 week before our class commences. Refunds will not** be given for cancellations less than 2 days prior to course commencement.

Some courses have an additional materials fee to cover materials supplied by the tutor of House. G.S.T. included in fees where applicable.

***Cancellations:** Cancellations are subject to \$10.00 administration fee per person.

***Concessions:** Concessions apply for A.C.F.E. funded classes only. Enclose documentation if claiming concession.

***Car Parking:** Car parking available in Goodwin St, Basin Crt, or in front of The Basin Primary School.

***Course Venue:** Some classes are held in other venues. Please check.

***Access and facilities:** Available for people with a disability

Please phone for information on: Volunteering, Room Hire, Computer Room Hire

This information is kept confidential in accordance with privacy laws. Our funding bodies may require information for statistical and admin purposes.

I hereby declare that the information provided in this application for enrolment form is completed and accurate.

Signature:..... Date:

Applicant under 18 years

Parent / Guardian Name:

Parent / Guardian signature: Date:

Courses fill quickly; please return this application form as soon as possible to avoid disappointment:

The Basin Community House : P.O. BOX 160, The Basin 3154 Email: info@basincommunityhouse.org