



## 2018 Enrolment Form

### STUDENT DETAILS:

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Gender: (please circle) M/F DOB: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Are there any special needs or medical conditions we should be made aware of? Please provide details: \_\_\_\_\_

### EMERGENCY CONTACT:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Course/Program/Workshop Titles	Start Date	Days/Times	Fee \$
<b>Non refundable Membership Fee (\$2.00) upon enrolment paid with your first program for the calendar year. Delete if already paid for this year.</b>	-	-	\$2

Where did you find out about this course?  Friend  Work  Email  KLA Program  KLA Website

Other \_\_\_\_\_

### AGREEMENT:

For information related to refunds and cancellations, please see the 'Enrolment Terms & Conditions' section attached. **Enrolment is not confirmed until payment is received.**

I give consent for photographs to be taken to be used in Promotional materials. I also give permission for a first name to be used with these photos

I have read and understood the Terms & Conditions of enrolment. In the event of an emergency I, the Student (or Parent/Guardian of Student), consent to Staff of the Rowville Neighbourhood Learning Centre seeking, or where appropriate, administering, such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Learning Centre

Are you interested in becoming a Committee Member?

Choose to be a Voting Member of RNLC – please tick here to receive official email or mail to participate in this process

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(If the student is under 18 years of age, a Parent or Guardian must sign)*

Payments may be via cash, cheque, credit card or EFTPOS (a minimum fee \$10 apply). Credit card payments can be taken over the phone. Cheques are to be made out to "Rowville Neighbourhood Learning Centre"

**In Person:** 40 Fulham Road, Rowville Vic 3178 (Monday to Friday 9am to 5pm during school terms)

**By Phone:** (03) 9764 1166 **By Fax:** (03) 9764 1215 **Email:** inquiries@rowwillenc.org.au

### PAYMENT INFORMATION

(Fees are required at time of enrolment):

Payment Method: Please circle Cash / Cheque / Visa / MasterCard Amount: \$ \_\_\_\_\_

Credit Card No: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_/\_\_\_\_ CCV/Security code: \_\_\_\_

Cardholder: \_\_\_\_\_ Signature \_\_\_\_\_

## WHAT IS A NEIGHBOURHOOD HOUSE?

A Neighbourhood House is a place where a variety of activities can occur in an informal and local setting. The goal of a Neighbourhood House is to enable individuals and groups to participate in organisation and in the development of their community.

The Rowville Neighbourhood Learning Centre runs a variety of programs and is dedicated to the provision of high quality, accessible services and educational programs in a welcoming and respectful environment which encourages participation, sharing, growth and learning

## ENROLMENT TERMS & CONDITIONS AND OTHER INFORMATION

### HOW TO ENROL

#### Enrolling is easy!

Please complete the Enrolment Form on the next page and either:

**Telephone:** Call 9764 1166 with your credit card details and return your Enrolment Form at a later date.

**Fax:** Complete the Enrolment Form and payment details then fax to 9764 1215.

**Post:** Complete the Enrolment Form and payment details and post to: Rowville Neighbourhood Learning Centre, 40 Fulham Rd., Rowville Vic 3178.

**Email:** Complete the Enrolment Form and payment details then email to: [inquiries@rowvillenc.org.au](mailto:inquiries@rowvillenc.org.au)

PayPal: Via the Rowville Neighbourhood Learning Centre website [www.rowvillenc.org.au](http://www.rowvillenc.org.au)

**All cheques and money orders must be made out to 'Rowville Neighbourhood Learning Centre'**

**In Person:** Bring your Enrolment Form to our office inside the Community Centre in Fulham Road.

**After Hours:** Place your completed Enrolment Form and payment details into the 'Comments Box' next to our office door.

[Payment is required at the time of enrolling and to enrol you must be a member. A \\$2.00 per annum \(calendar year\) fee is payable.](#)

**Enquires** are welcome at any time, although enrolments are not confirmed until payment has been received.

**Confirmation** of enrolment is assumed upon receipt of Course Fees.

**Commencement** of classes is subject to sufficient numbers; minimum and maximum numbers apply to all courses. In the event of class cancellations, all fees are refunded in full to your credit card or bank transfer.

**Receipts:** Receipts can be collected from the Office or from the class Tutor on the first day of class. Receipts will only be posted if a stamped self addressed envelope is provided.

**Cancellations:** If a course is cancelled or delayed by RNLC, a full refund will be made available.

A refund will be made available if RNLC is notified in writing within five business days prior to the commencement of the course.

A \$15.00 administration fee is applicable. No refunds are available after a course has started.

Refunds will be by bank transfer or credited back to your card.

**Missed Classes:** Make up classes or a refund for missing a class will not be issued.

**Please attend your class unless you are otherwise notified.**

### MEMBERSHIP

Having a solid membership base is vital for the sustainability and growth of any organisation. All participants must pay an annual (calendar year), non refundable Membership Fee (\$2.00) upon enrolment.

As a member of Rowville Neighbourhood Learning Centre Inc. you can:

Members receive free tea/coffee and discounted photocopying, faxing etc if participating in RNLC activities.

Please contact the 'Learning Centre' on 9764 1166 or [inquiries@rowvillenc.org.au](mailto:inquiries@rowvillenc.org.au) for further information on membership.

### PRIVACY STATEMENT

Rowville neighbourhood Learning Centre respects your right to information privacy. Information we collect and keep on students is kept confidential, in accordance with Privacy Laws. The information we collect is for our administrative and statistical purposes only, and will only be disclosed to funding bodies as required. If you wish to view the personal information we hold on you, please call the Centre Manager on 9764 1166.

*The Tutors and Staff at Rowville Neighbourhood Learning Centre are here to make your time with us as enjoyable as possible. Please do not hesitate to approach either the office staff or your Tutor if there is any reason you are not entirely happy; and to the best of our abilities, we will endeavour to rectify any problems that arise.*

### CONTACT US

Rowville Neighbourhood Learning Centre Inc.

40 Fulham Road, Rowville Vic 3178 (MEL 81 K1) (Inside Rowville Community Centre Building)

Phone: (03) 9764 1166

Fax: (03) 9764 1215

Email: [inquiries@rowvillenc.org.au](mailto:inquiries@rowvillenc.org.au)

Website: [www.rowvillenc.org.au](http://www.rowvillenc.org.au)

Facebook: [Rowville neighbourhood learning centre](#)