

MELTON SOUTH COMMUNITY CENTRE INC.  
 41 Exford Road, Melton South 3338 (P.O. Box 2010)  
 Phone: (03) 9747 8576  
 Email: mscentr@bigpond.net.au  
 Website: www.meltonsouth.org.au

# Child Enrolment Form



NAME OF COURSE	Start Date	End Date	Time

STUDENT DETAILS			
Title	Mr/Mrs/Ms/Miss	Full Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth	
Address			
Phone Number		Email Address	

PARENT/CARER DETAILS			
Name		Phone Number	
		Relationship to Student	

REQUIRED STUDENT INFORMATION			
What country were you born in?		Do you have any food allergies or other dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider yourself to have a disability, impairment or long-term health condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a condition that will affect your participation in classes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to either or both of the above, please outline the condition/s you live with and the support you would need while visiting the centre (optional)			

I acknowledge and understand that in accordance with the Victorian Government's Child Safe standards, all children MUST be accompanied to their classes, and signed in and out of class, by a parent or guardian.

CONCESSION DETAILS			
Are you claiming any form of concession?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Concession	
Concession Card Number		Concession Expiry Date	

PAYMENT INFORMATION (OFFICE USE ONLY)				
Full Fee		Deposit Paid		RECEIPT
Concession Fee		Deposit Paid		RECEIPT
TOTAL FEE		Balance Paid		RECEIPT

**PAYMENT MUST BE MADE IN FULL NO LATER THAN ONE WEEK BEFORE YOUR COURSE/S BEGIN**

## CANCELLATION & REFUND POLICY

If your course or class is cancelled by the centre due to lack of enrolments or tutor unavailability, a full refund will be given. If the course or class is likely to be offered again in the future, you will be given the option to transfer your enrolment and funds.

If you withdraw from a course, one week's notice must be given in order to be eligible for a full refund. If adequate notice is not given, class fees will be forfeited.

## PRIVACY POLICY

Melton South Community Centre Inc. (MSCC) adheres to information privacy laws and respects and upholds your right to privacy in the way we collect, store and use the information you provide.

For more information in relation to how student information may be used or disclosed, please contact the Centre Manager on (03) 9747 8576 during business hours.

I declare that the information provided in this enrolment form is true and correct.

I acknowledge and agree to the terms described in this form.

Student signature: \_\_\_\_\_

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

Do you wish to receive our program via email each term?

Yes  No

How did you hear about this course/class?

Email  Flyer  Website  Newspaper  Friend/family  Learning Directory

Other  (please specify) \_\_\_\_\_