

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/Miss	Full Name	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Date of Birth			
Address			

PARENT/CARER DETAILS			
Name		Phone Number	
Relationship to Student			
Email Address			

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 any 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 AND from their classes, and signed in and out of class, by a parent or guardian.

Sometimes photos are taken of classes and shared via the centre's social media and publications.

Please tick this box if you consent for your child's image to be shared.

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	
Concession Fee		Deposit Paid	
TOTAL FEE		Balance Paid	

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

## CANCELLATION & REFUND POLICY

A full refund will be given if the course is cancelled by the centre, or if the centre is given notice by the student/parent ONE WEEK before the course commences.

Refunds or make-up sessions will NOT be provided if students miss any of their classes.

## 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) \_\_\_\_\_