

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

Adult 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	

EMERGENCY CONTACT DETAILS		
Name		
Phone Number		Relationship to Student

PARTICIPANT INFORMATION			
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)			
Of the following, which CLOSEST describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed employing others <input type="checkbox"/> Self-employed not employing others <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Unemployed (seeking part-time work) <input type="checkbox"/> Seeking voluntary work		

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	
PLEASE NOTE: Concession rates only apply to self-funded enrolments. Agencies or employers providing funding are not eligible to receive concession funding on a student's behalf.			

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)
