

Co.As.It. Adult Classes Enrolment Form

Surname: _____ Mr/Mrs/Ms/Miss

Given Name: _____

Address: _____

_____ Postcode: _____

Telephone (*daytime*): _____

Mobile: _____

E-mail: _____

Course Name: _____

Time and day: _____

- Course costs: \$220.00 new enrolment (\$198.00 Monday classes only)
(please tick) \$198.00 concession (\$178.20 Monday classes only)
 \$139.45 Prego textbook (7th edition)

Concession Card (if applicable): _____

Please turn over & read the enrolment conditions before signing.

I have read and understand the enrolment conditions on the back of this form. When borrowing from the Italian Resource Centre Library I agree to abide by the borrowing conditions. I agree to the above details being disclosed to my teacher.

***I also agree to finalise my payment before the commencement of my course.
Note \$55.00 penalty applies for late payments.***

Signature: _____ Date: _____

Return completed Form and Payment to:
Co.As.It. Italian Resource Centre Adult Classes

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Payment Details _ Cheques and money orders should be stapled to this form and mailed to :
Level 1, 189 Faraday Street, Carlton, Victoria 3053. Credit card payments may be made by
completing the information below or by phone : **9349 9000**

Card number	Expiry date	Total
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

- (Please tick method of payment)
 Visa Mastercard Money Order Cheque

Card Holders name—Please print

Card Holder's signature

Enrolment Information & Conditions

Payment

May be made by cheque, cash or money order only. Credit card facilities are available. Payment must be made no later than the first class. Please be aware that if payment of course fee is not made before or by the first class a **\$55.00 late payment penalty applies.**

Concessions

Concession fees are available for students, pensioners, those in receipt of unemployment benefits or in the case of more than one family member or friend enrolling in a course at the same time. The concession rate is also given to **all** students upon their continuation with further courses at Co.As.It.

Enrolment

Send completed enrolment form with payment. All enrollees will receive a receipt and confirmation of their place in their course. Payment in advance is required to secure a place in any course. Please phone if you have not received notification within one week of enrolling.

Refunds

Applications for refunds will only be considered if they are received at least two full days prior to commencement of course and in writing.

A \$55.00 administration fee will be deducted from all refunds.

Cancellation of Classes

A minimum of 6 students per course is required. Courses may be cancelled and full fee refunded or postponed at the discretion of Co.As.It. **On the first evening of class if there are less than 6 students in attendance, the class will be cancelled.**

Postponement

A replacement teacher will be sought due to teacher absence and if this is unsuccessful the session may be made up in consultation with the teacher.

Every attempt will be made to notify students of changes in timetabled classes.