

# Adult Classes

## Enrolment Information & Conditions

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### Payment

May be made by cheque, credit card, cash or money order only. 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 enrolees will receive a receipt and a 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 paying students per course is required. Courses may be cancelled and full fee refunded if there are less than 6 students in attendance by the beginning of week 3.

### 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.

### Student Conduct

Student code of conduct applies.