

ADULT ENROLMENT FORM 2019

Surname: _____ First Name: _____

Address: _____ P/Code: _____

Email Address: _____ ☎: (H) _____ (M) _____

Gender: (Please circle) Female / Male / Other Date of Birth: (optional) _____

Course Name: _____ Day: _____ Time: _____

Do you hold a Healthcare Card or Pension Concession Card? (Please circle) Yes / No

Emergency Contact Name: _____ Contact No: _____

Are you from a CALD (culturally and linguistically diverse) background? (Please circle) Yes / No

If yes, please list languages spoken at home: _____

How did you find out about the House? (Please tick)

Term Program Website Facebook Workshop

House Signage Local Paper Word of mouth

Other: _____

Do you have an illness, injury or disability?

*We endeavour to provide facilities which meet the needs of **all** our participants. If you have an illness, injury or disability which you believe we should know about please advise us below. All information provided remains confidential.*

Type of injury/illness/disability: _____

Special Requirements: _____

Please sign the following Medical Indemnity Clause:- *In the event of an emergency I consent to any medical/ambulance callout which Kerrie Rd Neighbourhood House staff consider necessary for my safety and welfare. I agree that I will meet the cost of any of the aforementioned interventions.*

Signature: _____ Date ____ / ____ / ____

To pay by Credit Card, please provide the following details:

Please debit my [] Visa / [] MasterCard to the value of \$ _____

Card Number ____ | ____ | ____ | ____ Expiry Date ____ / ____

Cardholder Name: _____

Cardholder Signature _____ Date ____ / ____ / ____

HOW TO ENROL IN A COURSE:

Step One:

Phone the office on 9887 6226 or email info@knh.org.au to see if there are places available in the class/course you are interested in. If there are no places available, you will be placed on a waiting list in order of date of enquiry.

Step Two:

If a place is available, complete an enrolment form and return this with full payment to the office. Payment can be made by eftpos (in person or over the phone during office hours), credit card, cash, cheque or by electronic funds transfer.

Bank: ANZ

Account Name: Kerrie Neighbourhood House Inc.

BSB: 013 326

Account No: 250455526

Reference: Course Code and family name eg. 205 Smith

Terms and conditions:

- Full course fees are payable at the time of enrolment
- Places in courses are only secure once full payment has been received by Kerrie Rd Neighbourhood House
- Concession cards (Pensioner and Health Care) must be produced on enrolment to receive any discount. Not all courses/classes offer concession rates.
- Kerrie Rd Neighbourhood House does not offer participants the option of paying weekly. Casual rates may be considered in special circumstances, however, these must be presented to and approved by the KNH Coordinator (email: manager@knh.org.au) The following criteria must be met in cases of special consideration:
 - Minimum class numbers have been reached
 - There is no one on the waiting list
 - Coordinator approval has been provided in writing
 - Participants agree to make weekly payments as follows
 - \$15.00 per 1 hour class
 - \$20.00 per 2 hour class
 - Special consideration will be granted for no more than 1 term in any calendar year
- Refunds will not be given if a student discontinues a course, or does not attend. A full refund is provided if the class is cancelled by Kerrie Rd Neighbourhood House.

Enrolment cancellations:

Enrolment cancellations should be made by emailing info@knh.org.au or by filling in an Enrolment Cancellation Form (available from the Office) and submitting this to the Office at least 7 days prior to the advertised course start date. An administration charge of \$10.00 will apply.

Privacy statement:

Kerrie Neighbourhood House respects your right to information privacy. Information we collect is kept confidential, in accordance with privacy laws. It is required for administrative and statistical purposes and may be required by our funding bodies. It is important that your information is accurate and up to date. If you wish to view this, please call the House Coordinator on 9887 6226.