



# Haddon Community Learning Centre GENERAL COURSE ENROLMENT FORM



**Privacy Statement:**

HCLC is committed to strict privacy principles. Information we collect and hold is kept and treated as confidential, and is used and stored in accordance with our "Privacy and Confidentiality Policy" a copy of this policy is available on request. Such information will not be passed onto any third party without your permission. HCLC are required by Government regulations and insurance purposes to collect the information requested below.

Also note from time to time we may take photographs and use them for marketing purposes. Please advise the photographer at the time if you do not wish your photo to be taken. If you have any concerns please talk to the manager.

**ENROLMENT GUIDELINES:**

1. Enrol by completing this form and either post it to us with payment, or enrol personally during office hours.
2. Please note we cannot enrol any person unless we receive an enrolment form and payment.

**PLEASE PRINT DETAILS. FILL IN ALL SECTIONS, SIGN AND RETURN FORM WITH PAYMENT THANK YOU.**

COURSE/ACTIVITY: .....

FAMILY NAME: ..... OTHER NAMES: .....

ADDRESS: .....

POSTCODE: .....

PHONE: ..... (Home).....(Work)..... (Mobile)

EMAIL: .....

**EMERGENCY CONTACT:**

NAME: ..... PHONE: .....

SIGNATURE: ..... DATE: .....

**Cash**

Made payable in person at the Haddon Community Learning Centre, 396 Sago Hill Rd., Haddon, 3351 (Tues – Fri, 10am – 4:00 pm only).

**Cheque/Money order**

Cheque/Money order for \$\_\_\_\_\_ made payable to Haddon Community Learning Centre) is enclosed.

**Credit Card - Please debit the following credit card (if paying by this method):**

Mastercard       Visa      Expiry Date: \_\_\_\_/\_\_\_\_

Card Number:                        

CVV Number( the last 3 digits of number on reverse of card): \_\_\_\_\_

If you wish to pay your course fees by direct deposit into our bank account account the details are:

ACCOUNT NAME:      Haddon & District Community House

BSB:                    633 108

ACCOUNT NUMBER:    1399 01490

Please use your full name and course name as a reference and email the manager to advise of payment at [manager@haddonlearning.org.au](mailto:manager@haddonlearning.org.au)

**CONTINUED OVER PAGE**

- Enrolments will be accepted in order of receipt until classes fill.
- Classes will be cancelled if insufficient numbers of participants enrol.
- Full refund of fees are payable if classes are cancelled by the Haddon Community Learning Centre.
- Participants withdrawing will incur a 10% administration fee. No refund is payable if notification of withdrawal is Received less than 5 days prior to the commencement date.

**MEDICAL CONDITIONS / DISABILITIES:**

Do you have any health issues and/or disabilities? PLEASE DETAIL BELOW

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**FOOD ALLERGIES:**

Do you have any food allergies or intolerances? PLEASE DETAIL BELOW

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