



Haddon Community Learning Centre GENERAL COURSE ENROLMENT FORM



Privacy Statement:

The Haddon Community Learning Centre(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.

ENROLMENT GUIDELINES:

1. Enrol by completing this form and either post it to us with payment, or enrol in person 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:**

ACTIVITIES/WORKSHOPS WITH CONCESSION ONLY

Do you have a concession card? Yes No Type: Number:

MEDICAL CONDITIONS / DISABILITIES:

Do you have any health issues and/or disabilities that we should be aware of that may affect your learning?
Please detail below.

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FOOD ALLERGIES:

Do you have any food allergies or intolerances? Please detail below.

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PAYMENTS:

Payments can be made in person, online or over the phone with a credit card (eftpos available), or via Electronic Transfer into our bank account.

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 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): _____

Cardholder's name: _____

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

ACCOUNT NAME: Haddon Community Learning Centre Inc.

BSB: 633 000

ACCOUNT NUMBER: 139901490

Please use your full name and course name as a reference and email manager@haddonlearning.org.au to advise of payment.

IMPORTANT INFORMATION:

- 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.

CONCESSIONS

Concessions are available to current Centrelink benefit or pension card holders for certain programs only.

ADULT PHOTO/VIDEO CONSENT

I give/don't give my consent for the Haddon Community Learning Centre Inc. (HCLC), their member Neighbourhood Houses and the Association of Neighbourhood Houses and Learning Centres (ANHLC) to use, for promotional purposes, photographs/video of:

- Myself
- My Work

Promotional purposes could include publications (e.g. Newsletters, flyers), websites, social media (e.g. Facebook, Instagram, Twitter, blogs) and video media produced now and in the future.

Your first name may be used to describe the photograph. It is HCLC's policy that if we post your photograph on Facebook we will only tag organisations, but not individuals. Other people may tag you though, and we can't prevent this from happening.

I understand that:

- The promotional material **may** appear on the Internet/World Wide Web (WWW);
- The promotional material **may** appear in print, electronic, or video media;
- The promotional material **may allow readers to identify me**
- Once my photograph has been published on the internet/WWW, HCLC has no control over its subsequent use and disclosure.

Signature:.....

Date:.....