

2023 Enrolment Form

EMERGENCY CONTACT:									
	First Name:								
Relationship to student:									
Phone:			Mobile:						

I give consent for photographs to be taken to be used in Promotional materials. I also give permission for a first name to be used with these photos \Box

Where did you find out about this course?							
	Friend		Email / Newsletter				
	Work		KLA members program				
	Job Service Agency		KLA members website				
	Community Space		Other. Please specify				
	Short Courses in						
	Knox website						

AGREEMENT:

For information related to refunds and cancellations, please see the "Enrolment Terms & Conditions" section attached. **Enrolment is not confirmed until payment is received.**

Payments may be via cash, cheque, credit card or EFTPOS (a minimum fee \$10 apply). Credit card payments can be taken over the phone. Cheques are to be made out to 'Orana Neighbourhood House.'

In Person: Monday—Friday 9am—3pm By Post: 62 Coleman Road, Wantirna South 3152 By Phone: (03) 9801 1895 By EFT: BSB No: 633 000 Account No: 128689460 By PayPal: Refer to website www.orananh.org.au

□ I have read and understood the Terms and Conditions of enrolment.

□ Would you like to subscribe to receive emails with information about our courses and our newsletters.

In the event of an emergency I, the Student (or Parent/Guardian of Student), consent to Staff of the Orana Neighbourhood House seeking, or where appropriate, administering, such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Neighbourhood House. Are you interested in becoming a Committee Member Yes/No

Signed :	Name:					Date:
If the student is und	ler 18 years of	age, a Pa	rent or Gu	ardian must s	ign.	
PAYMENT INFORM	ATION (Fees a	re require	ed at time	of enrolment	:):	
Payment Method:	Please circle	Cash/Ch	eque/Visa,	/MasterCard	Amount: \$	
Credit Card No:		_/	//_		Expiry date: /	CCV/Security code:
Card Holder Name:	Signature:					
						www.orananh.org.au

WHAT IS A NEIGHBOURHOOD HOUSE?

A Neighbourhood House is a place Enrolling is Easy! where a variety of activities can occur in Please complete the Enrolment Form an informal and local setting. The goal of on the next page and either..... a Neighbourhood House is to enable individuals and groups to participate in credit card details and return your the organisation and in the development Enrolment Form at a later date. of their community.

Orana Neighbourhood House runs a and payment details and post to: 62 variety of programs and is dedicated to the provision of high quality, accessible services and educational programs in a welcoming and respectful must be made out to Orana environment which encourages participation, sharing, growth and learning.

CONTACT US

Orana Neighbourhood House 62 Coleman Road, Wantirna South, VIC 3152 Phone: (03) 9801 1895 Email: onh@netspace.net.au Website: www.orananh.org.au

The Tutors and Staff of Orana Neighbourhood House are here to make your time with us as enjoyable as possible.

Please do not hesitate to approach either the Office Staff or your Tutor if there is any reason you are not entirely happy; and to the best of our abilities, we will endeavor to rectify any problems that arise.

ENROLMENT TERMS & CONDITIONS AND OTHER INFORMATION

HOW TO ENROL

Cancellations

If a course is cancelled or delayed by Orana Neighbourhood House a full refund will be made available.

A refund will be made available if Orana Neighbourhood House is notified in writing within five business days prior to the commencement of the course.

A \$15.00 administration fee is applicable for this.

No Refunds are available after a course has started.

Refunds will be by Paypal, bank transfer or credited back to your card.

Missed Classes: - Make up classes or a refund for missing a class will not be issued.

Please attend your class unless you are otherwise notified.

PRIVACY STATEMENT

Telephone: Call 9801 1895 with your

Post: Complete the Enrolment Form

Coleman Road, Wantirna South.

All cheques and money orders

In Person: Bring your Enrolment

Form to our office at Wantirna South.

Enquiries are welcome at any time,

although enrolments are not confirmed until payment has been

Confirmation of enrolment is

assumed upon receipt of Course

Commencement of classes is subject

to sufficient numbers; minimum and maximum numbers apply to all courses. In the event of class

cancellations, all fees are refunded in

full to your credit card. Paypal or bank

Receipts: Receipts can be collected

on the first day of class. Receipts will

only be posted if a stamped self-

addressed envelope is provided.

from the Office or from the class Tutor

Neighbourhood House

VIC3152

received.

Fees.

transfer.

Orana Neighbourhood House respects your right to information privacy.

Information we collect and keep on students is kept confidential, in accordance with Privacy Laws.

The information we collect is for our administrative and statistical purposes only, and will only be disclosed to funding bodies as required.

If you wish to view the personal information we hold on you, please call the Centre Manager on 9801 1895.