

# enrolment for term courses

## How To Enrol & Pay

You can enrol online, through the office or with the teacher directly.

Teachers' contact details are listed in the course description.

Please complete an enrolment form either online or in our brochure and return to the teacher or office.

Full payment is required before commencing class at the beginning of term.

The office accepts Visa, MasterCard, EFTPOS, cash or cheque.

Enrolment is dependent on availability. Minimum enrolments are required for courses.

Costs quoted are for a term's tuition (9 weeks).

Contact the teacher for a materials list and to check if there are any additional fees eg. model/firing fees.

**Priority bookings:** Current students are requested to re-enrol with their teacher/office from week 7 of the previous term.

**Name of participant:** \_\_\_\_\_

**Age (If under 18):** \_\_\_\_\_ **Name of Guardian (If under 18):** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Day & Time of Course:** \_\_\_\_\_

**Course Fee \$** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Emergency Contact Phone Number:** \_\_\_\_\_

**Relationship to Participant:** \_\_\_\_\_

**Refunds:** Please choose carefully as fees are non-refundable. Refunds on course fees will only be given if the course is cancelled or a place is not available in the course. Full payment must be made prior to commencement of the course. The Workshop Arts Centre cannot accept responsibility for changes to students' personal circumstances that prevent attendance. No deductions or refunds are available to students who miss classes.

**OH&S:** All studios require covered shoes. Open toed shoes are not permitted.

**Please note:** There are no child minding facilities available at the centre.

I hereby indemnify the Workshop Arts Centre against responsibility for accident, loss or injury suffered by me / my child during the course of the activity. I authorise the obtaining of medical assistance as I / my child may require and agree to meet any expense attached hereto.

I give my consent for the Workshop Arts Centre to use my / my child's image or images of my / my child's work for promotional purposes. Contact the office with any queries.

The confidentiality of the information you supply will always be maintained.

I have read and agreed with the conditions stated.

**Signed:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Workshop Arts Centre is an independent not-for-profit art centre and workshop facility established in 1961 to promote and foster appreciation in the creative and visual arts.

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