



POSTAL ENROLMENT

Please explain why you are submitting a Postal Enrolment rather than enrolling on-line or in-person:

Note: Postal Enrolments can only be accepted if accompanied by full payment. See next page for payment options.

Are you a NEW Member (haven't enrolled at KCLC in past 5 years)? Yes * No

*New Member: We will create a password and email it to you with instructions on how you can change it when you log into your new account. Please include \$10 membership fee with your enrolment.

PLEASE PRINT CLEARLY:

Given Name _____ Family Name _____

Address _____ Suburb _____ Postcode: _____

Email _____ Phone: _____

Emergency Contact _____ Phone _____

| ANNUAL MEMBERSHIP FEE \$10 (if not already paid this year) | | | | | \$.00 |
|---|-----|---------------------------|--|--|---------------|
| COURSES | DAY | Time AM/PM | F/T = full time C = Casual ¹ | | |
| 1. | | | | | \$.00 |
| 2. | | | | | \$.00 |
| 3. | | | | | \$.00 |
| 4. | | | | | \$.00 |
| Sub Total | | | | | \$.00 |
| Coupon #: | | Less Coupon amount | | | \$.00 |
| Coupons cannot be used for membership subscription or levies. | | | | | |
| Date paid (If paid via Direct Deposit): | | Total Paid | | | \$.00 |
| Workgroup: | | | | | |

¹All casual enrolments are required to pay \$30 per course at time of enrolment which includes three casual tickets (valued at \$10 each.) These can be collected from Reception before you attend your first class and presented to the Class Secretary.

Children in Creche: Child's Name _____ DOB _____

Child's Name _____ DOB _____

As creche places are limited, it is advisable that children are registered in the creche before enrolling in courses.

I have read the Terms and Conditions (see website): _____ **(Sign)**

Postal Enrolments must be received at least 4 working days prior to the first day of enrolments.

They will be processed by the end of the first day of enrolments. We cannot guarantee a placement in the course. If there are no vacancies in the course, you will be informed, and a refund will be arranged.

Postal Address: PO Box 116, Kalamunda WA 6926

Payment Options:

Postal Enrolments which are mailed must be accompanied by a cheque or paid via Direct Deposit. If the form is submitted in person at reception, payment may be made via cash, card reader (credit card) or cheque.

Cheques: to be made out to Kalamunda Community Learning Centre

Direct Deposit:

Account Name: Kalamunda Community Learning Centre
Bank: Commonwealth
BSB: 066112
Account Number: 10574283
Reference: Your last name

Terms and Conditions can be accessed via the Kalamunda Community Learning Centre Home Page: <https://kalamundalearningcentre.org.au>

They relate to:

- Fee policy and refunds
- Participation and liability
- Privacy

Office Use

Date form received _____ Receipt No. _____ Receipt Date _____

Payment Method: Direct Deposit Cheque Card Reader Cash

Courses enrolled online Workgroup entered online

Class Roll adjusted New Member emailed password details

Processed by _____ Date _____

Notes _____