



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 calendar 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
Cash/Cheque Receipt # _____			Card Reader Receipt # _____		
Workgroup: _____					

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

Creche: Please indicate day required:

Monday AM Thursday AM

	Child's Name	Child's Date of Birth
Child One		
Child Two		

Creche fees:
 \$10 per session first child
 \$20 per session two or more children
 From the same family.

Please note that enrolment cannot be processed until creche vacancy is confirmed.

I have read the **Terms and Conditions** (please see website) _____ Signature

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 that 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: Bankwest
BSB: 306-075
Account Number: 4172260
Reference: PE followed by your name. e.g., PE GeorgeSmith

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

They relate to:

- o Fee policy and refunds
- o Participation and liability
- o Privacy

Work Health and Safety Induction is provided to all members before participating in any course at KCLC. Additional course specific WHS induction is provided to those who have enrolled in Botanical Dyeing, Handy Persons, Mosaics, Pottery, Scrap to Sculpture, Silversmithing. All students will be asked to sign the WHS Induction Checklist Acknowledgement form.

Office Use

Date form received _____ Receipt No. _____ Receipt Date _____

Payment Method: Direct Deposit Cheque Card Reader Cash

Courses enrolled online Workgroup entered online

New Member emailed password details

Processed by _____ Date _____

Notes _____