



POSTAL ENROLMENT

This form with full payment may be submitted by mail, in person or by email. Further details on payment methods are on page 2. If submitting by email, then payment must be by Direct Debit and should be emailed to: registrar@kclc.org.au **Please do not submit to the general KCLC email address as it may not be processed.**

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

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 **\$20** annual membership fee with your enrolment.

PLEASE PRINT CLEARLY:

Given Name _____ Family Name _____

Suburb _____ Postcode: _____

Email _____ Phone _____

Emergency Contact Name _____ Phone _____

Annual Membership Fee \$20 (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/Gift Certificate #:				Less amount	\$.00
Coupons can't be used for membership fee. Gift certificates can.					
Date paid if via Direct Deposit:		Total Paid			\$.00
Workgroup: _____					

¹Casual enrolments must pay \$30 per course when enrolling, 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 tick if you would like to apply for a place in the creche should one become available:
 Currently the creche operates Wednesday and Thursday AM with limited vacancies (subject to change).

I have read and agree to the Terms and Conditions/Health & Safety policies (please see website):

Applicant's Signature: _____ Date: _____

KCLC Office Use:

Received: In person at Reception: By mail: By email: Date _____

Payment Method:

Direct Deposit Cheque Card Reader Cash Receipt # _____

Postal Enrolments must be received **at least 4 working days prior to the first day of enrolments** and be accompanied by payment. 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.

Submission Options:

- At Reception, received by the end of the previous semester: Payment via cash, cheque or card reader (credit card).
- By Post: PO Box 116, Kalamunda WA 6926. Payment via cheque or direct deposit.
- By email: Sent to registrar@kclc.org.au . Payment via direct deposit.

Payment Details:

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 of information
-

Work Health and Safety Policy must be agreed to before enrolling in any course. This is available on the website and at the Centre. Additional course specific WHS induction is provided to those who have enrolled in courses held in the Craft Room (Botanical Dyeing, Handy Persons, Mosaics, Pottery, Scrap to Sculpture, Silversmithing and courses held in the Kitchen. All students attending one of these courses will be asked to sign the WHS Induction Checklist Acknowledgement form at their first class.

Office Use

Courses enrolled online Order completed Workgroup entered online

New Member emailed password details

Processed by _____ Date _____

Notes _____
