



Alamein Neighbourhood and Learning Centre  
Fee for Service  
2020 ENROLMENT FORM

Course Name: \_\_\_\_\_ Term: \_\_\_\_\_

Fee: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ P/code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Please send me the new Term Course Guide?      YES / NO      BY EMAIL / BY POST**

Concession Card Type: \_\_\_\_\_ Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Medical information**

Do you have any medical conditions that could impact your participation in your class? If so, please describe: \_\_\_\_\_

**Please read and acknowledge by signing at the bottom of the page**

Please tick if you DO NOT want to receive information about ANLC promotions & specials

**Payment details:** You can pay by credit/ debit card (including over the phone)/ EFTPOS/cheque / cash / postal order/EFT: BSB No: 033-106 Account No: 11-0866 Ref: your surname and course name

**Cheques must be made payable to:** *"Alamein Neighbourhood and Learning Centre Inc"*

**Enrolment:** Enrol by completing this form and either post to us with payment **or** enrol personally during office hours. Phone bookings can only be accepted if payment is made within 24 hours.

**Late enrolments:** Will only be accepted if there are vacancies in the course **and** payment in full is made within 24 hours.

**Concessions:** Are applicable on some courses for Pension Card and Health Care Card holders.

**Difficulty in paying:** If you are likely to have difficulty in paying, please speak to the Centre.

**Missed classes:** There will be no refund for missed classes.

**Refund and cancellation policy:**

**Cancellation by you:** 7 working days or less no refund will be given

**Cancellation by you:** 8 – 14 working days prior to the starting date. A 20% admin fee will be deducted.

**Should the Centre cancel a course** due to low numbers or unforeseen circumstances, you will receive a full refund.

**I have read and agree with the above information.**

**I authorise the teacher or staff member of ANLC to seek medical attention if necessary. I consent to first-aid administered by the teacher or staff member if necessary.**

**I have read the Alamein Neighbourhood and Learning Centre Inc. Code of Conduct (see overleaf) and I agree to abide by the policies.**

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **STUDENT CODE OF CONDUCT**

It is the aim of Alamein Neighbourhood & Learning Centre Inc. that all participants in courses and activities at the Centre have a good experience. Alamein NLC recognises the rights of all participants to fully participate in courses in an undisturbed environment. To support this objective the following conduct and procedures are in place:

### **Behaviour:**

- When on centre grounds, participants should act in a respectful manner toward fellow participants, centre staff and teachers. In accordance with our organisational policies, any acts of aggression, harassment verbal abuse, or physical violence will result in the student being banned from the premises until the incident is processed and dealt with through our policies and procedures.

### **Punctuality:**

- Participants should arrive for their class on time in order not to disrupt their class.

### **Class Attendance:**

- If a participant is unable to attend a class, they should tell the teacher or call the centre before the class.

### **Mobile Phones:**

- Participants should turn off their mobile or switch it to silent mode. If a participant is waiting on an urgent call, they should talk with the teacher to make arrangements to take the call.

### **Food during class:**

- Food should not be eaten during class time unless for medical reasons, or as a class activity.

### **Children in class:**

- Children are not allowed in class. Childcare arrangements should be made while parents attend the centre.

### **Smoking**

- Smoking is not permitted inside the Centre or under any covered areas outside the centre.

If a participant believes that a member of their class is in breach of this code and is disrupting the learning opportunities of fellow participants, they should initially speak to their tutor and follow the ANLC Grievance procedure (copy available from coordinators or manager of the Alamein Neighbourhood & Learning Centre Inc.)

<sup>1</sup>Student Code of Conduct Version 6, February 2019