**Fee for Service**

**2023 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**

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 Alamein 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.

**Enrolment:** Enrol by completing this form and send back 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.

**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.

**COVID-19 restrictions:** Please note that should our centre be closed due to a COVID-19 restrictions Yoga, Pilates and Meditation classis will automatically be moved to an online platform. A credit will be applied if you can’t attend online.

**Refund and cancellation policy:**

***Withdrawing from the class:*** No refunds will be given if withdrawing from the class throughout the term.

***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 Alamein 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 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 Inc. that all participants in courses and activities at the Centre have a good experience. Alamein 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.

**Covid Safe requirements**

* Stay home if you are unwell.
* Check in via the QR code and ensure your class attendance is marked.
* Sanitiser is available throughout the centre. Sanitise hands on entry, during class and before and after eating.Wash hands with soap for 20 secs after going to toilet.
* Follow the current Covid rules and restrictions that are in place. If unsure, check with centre staff or teacher.

**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 Alamein Grievance procedure (copy available from coordinators or manager of the Alamein Neighbourhood & Learning Inc.)

Student Code of Conduct Version 7, August 2021