

ENROLMENT FORM – LIVINGSTONE COMMUNITY CENTRE

Courses fill quickly. To make sure that you get a place return your enrolment form with your payment as soon as possible. Classes will be filled in the order that payments are received. For courses marked ** enrol with the contact person.

Name: _____

Address: _____ Suburb: _____ Postcode: _____

Telephone: (H): _____ (Mob): _____ (W): _____

Email: _____

Are you happy to receive our newsletter and special events information via email? (please tick)

yes no

Please reserve me a place in the following course(s):

Course Name	Starting Date	Cost
_____	_____	\$ _____
_____	_____	\$ _____

Enclosed cheque or money order payable to the Livingstone Community Centre.

Total: \$ _____

I have read the privacy statement on this program.

Signed: _____

Date: _____

BOOKINGS & ENROLMENTS

Bookings are essential for all events. Please call at the centre or send a cheque or money order with the enrolment form.

All courses are GST inclusive.

Classes with insufficient enrolments may be cancelled or postponed.

Courses require full payment for the term unless otherwise specified.

Concession rates are available for some courses.

Refunds will be made when a course is cancelled or when a participant withdraws a week before the starting date.

PRIVACY STATEMENT

LCC collects personal information such as your name, address, contact details and information specific to your course, to enable us to complete your enrolment. LCC respects all personal and confidential information you give and will take all practical precautions to protect information from unauthorised access, loss or misuse. Relevant information will be forwarded to the tutor of each class. Please notify the office if you do not want your details to be forwarded to the class tutor.