



**North Ringwood Community House Inc.**  
 35-39 Tortice Drive, Ringwood North 3134  
 PO Box 2489, Ringwood North 3134  
 Telephone: **9876 3421** Facsimile: 9879 0739  
 Website: [www.nrch.org.au](http://www.nrch.org.au)  
 Email: [admin@nrch.org.au](mailto:admin@nrch.org.au)  
 ABN: 78 052 679 939  
 Registered Training Organisation: No: 6434

## **General COURSE ENROLMENT FORM**

<b>Course:</b>	<b>Start date:</b>	<b>Day:</b>	<b>Time:</b>	<b>Fee: \$</b>
<b>Course:</b>	<b>Start date:</b>	<b>Day:</b>	<b>Time:</b>	<b>Fee: \$</b>
<b>Contact Details:</b>				
Mr/Mrs/Ms/Miss		Male/Female	Date of Birth:	/ /
First/Given Name:	Family/Last Name:			
Residential Address:			Postcode:	
Home Phone:	Mobile:			
Email:				

<b>Emergency Contact Details:</b>		
Name:	Home Phone:	Mobile:

<b>Do you consider yourself to have a disability, impairment or long term condition? YES/NO</b>				
If yes, please indicate the areas of disability, impairment or long term condition. (You may indicate more than one area).				
Hearing/deaf	Physical	Intellectual	Learning	Medical condition
Mental illness	Acquired brain impairment	Vision	Other, please specify:	

<b>Concession Types</b>		
Do you have a current concession card?	YES/NO	(If yes please circle below)
Health Care Card (H)	VCE Scholarship (G)	Job seeker and concession card holder (J)
Pensioner Concession Card (P)	Other (O)	Job seeker and not a concession card holder (K)
Veteran Gold Card Concession (V)	None(Z)	

<b>How did you hear about this course?</b>	
NRCHI Website	Internet search (please advise which website) _____
Newspaper	Social Media      Brochure      Radio
Other: (please advise) _____	

### **Terms and Conditions:**

1. Full payment is required to confirm enrolment.
2. If the class is cancelled we will refund you in full.
3. If you cancel your enrolment at least 7 days prior to course commencement we will refund you less \$15 administration fee. No Refund if you cancel less than 7 days prior to course commencement.
4. A fee reduction of no more than two classes per term will be made where you expect to miss classes for other obligations.
5. A copy of the Complaints Policy and Privacy Policy is available at the office.

*(continue over the page)*

**Privacy Statement:** North Ringwood Community House will not give any personal information about you to anyone else without your written permission, as per the Privacy Act, (2001).

For further information in relation to how student information may be used or disclosed please contact the North Ringwood Community House Manager in the first instance on 9876 3421 or by email, [admin@nrch.org.au](mailto:admin@nrch.org.au).

**Signature and declaration:** I DO / DO NOT give consent for photographs/recordings to be taken as part of my involvement with programs of the North Ringwood Community House Inc. I acknowledge these images may be used on the North Ringwood Community House Inc. website or for any other promotional material.

- In case of emergency I authorise staff at the North Ringwood Community House Inc. to take any steps they may consider necessary for my safety or well-being, including ambulance travel and medical treatment. I understand that I am responsible for all medical bills and expenses.
- I acknowledge and agree to the Terms and Conditions listed above. I hereby declare that the information provided in this application for enrolment form is complete and accurate.

<b>Student Applicant Signature:</b>	<b>Date:</b>
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Office use only:	
Payment Amount \$	Receipt:
Credit Card Payments	
Credit Card No:	Expiry date: _ / _
Cardholder Name: _____	Signature: _____