ENROLMENT FORM Hunter College of Massage

Surname : 1st name :

Mr / Mrs/ Ms Male ❑ Female ❑ D.O.B. / /

Address :

Post Code:

Email :

Day phone: Mobile :

WHAT COURSE ARE YOU ENROLING IN?

Course Name	Course Code	Fee	Instalment Number

TOTAL PAYMENT DUE $

Payment details : Cash (in person) Cheque
Please make cheques to : **Hunter College of Massage**
Credit Card

Expiry date : ccv:

ADDITIONAL INFORMATION

Do you speak a language other than English at home?
No. English only Yes other - . . . . . .

How well do you speak English ?
Very well ☐ Well ☐ Not well ☐ Not at all ☐
To make your experience enjoyable please advise us if you require the following :
Access:

Special needs:

Please read the conditions on this form before you sign.
I have read and agree to the conditions of enrolment.

Signature : . . . . Date ; . . . . . .

How did you find out about us?
Email Work Website Advertisement
Other (describe)

CONTACT DETAILS:
PHONE : + 61 (02) 4958 8488 FAX : +61 (02) 4958 8488

POST : Hunter College of Massage P.O. Box 3136Glendale NSW 2285

Email: huntermassage@bigpond.com Website: www.huntermassage.com.au
Office Use:
Date received: ____/____/_____FeePaid: _____/_____/_____ Receipt No _____
Entered: _____ by _____

Conditions of enrolment

Please read carefully

HOW to ENROL
Fees for all courses are due 14 days prior to the commencement date.

POST individual enrolments by mail
Post the enrolment form together with your payment to our office

FAX
Fax the enrolment form with credit card details or confirmation of funds transfer

ELECTRONIC FUNDS TRANSFER
Payment by EFT to our St George bank account:
Hunter College of Massage
BSB 112-879 Account 465 349 026
You must print out the confirmation of payment and send this with enrolment form. It is important that you reference your payment by quoting your name

PHONE
Phone enrolments are accepted with payment by credit card.

PURCHASE ORDER OR INVOICE
We will talk to your company and supply a quotation and invoice for groups if requested.

CONFIRMATION by email
A confirmation email or letter will be sent to each individual .This confirms dates, venue details, what to bring and other information.

REFUNDS & T RANSFERS
Refund policy
Course fees for full courses or short workshops are non-refundable.
Refunds are only given when the college has cancelled a subject. The college cannot accept responsibility for changes in your personal circumstances or work commitments, which may occur after the commencement of a subject.

Requests for a credit or transfer, due to changes in personal circumstances will only be considered up to 7 days prior to the scheduled commencement date of the subject and will incur a $75 Administration fee.

Fees paid after evaluation may be transferable to other subject areas. Extenuating circumstances will be looked at on a student-by-student basis and will be carefully evaluated and considered.

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PRIVACY STATEMENT:
The information you provide remains confidential and is used for administration and course reporting. The college will, also use this information to notify you of future courses and events. If you do not wish to receive this information tick this box ❑
No personal information will be disclosed outside of the college without your permission, except where required by law.