

# Enrolment

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Course Name:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

I have read the terms and conditions

## Payment Options:

Cheque or money order can be sent to:  
**forum italiano**  
172 Were St  
Brighton, Vic, 3186

Electronic Funds Transfer via Internet Banking to:  
BSB: 033 095  
Account No: 264 025  
Account Name: Forum Italiano  
Reference: Please quote your name.

## Privacy Policy

Personal information collected by **forum italiano** as a result of enrolment and class attendance will only be used for the specific purpose for which the customer intended. **forum italiano** will not disclose any personal information to a third party without consent. **forum italiano** will make reasonable efforts to ensure that your personal information is stored securely and protected from unauthorised access.

Please do not hesitate to contact us should you have further queries in relation to our privacy policy.

Occasionally **forum italiano** may take photographs and video footage to be used for promotional purposes. If you do not want your photograph to be used in this manner please indicate by ticking the box.

## Terms and Conditions

- 10% deposit is required to enrol in courses and enrolments are confirmed upon payment of deposit.
- Students are required to pay in full on the first day of commencement of course.
- Fees are not refundable once course is in progress except under exceptional circumstances.
- **forum italiano** reserves the right to cancel courses upon insufficient numbers and students will be reimbursed in full. **forum italiano** aims to achieve successful learning outcomes by keeping class sizes to a manageable number (no more than 8). Therefore, swift enrolment and payment is advised in order to secure a place.
- Students who are unable to attend a class due to illness or work commitments may make arrangements to attend, if convenient another class at the same level. In any case students will be kept informed of the content covered in the missed class by the teacher.
- With notice prior to commencement of course and in the event of exceptional circumstances, credit of up to three lessons are available to students upon re-enrolment, less catering costs.