



247-249 Cardigan Street, Carlton Vic 3053

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## ENROLMENT FORM 2010

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

The following information is collected for statistical purposes and is considered confidential by CIS. It will only be used within the company. Please take your time to answer:

**Gender:** M  F  **Age:** 19 & under  20-29  30-39  40-49  50-59  60+

**Occupation:** \_\_\_\_\_ **Have you previously been enrolled at CIS?** YES  NO

**Reason for studying Italian:** Travel  Personal Interest  Work  Other: Please specify \_\_\_\_\_

If you have chosen CIS for work reasons, where do you work? \_\_\_\_\_

### What led you to CIS?

**Media:** The Age - A2  The Age - Gig Guide  Melbourne Times  Melbourne Child  Yellow Pages   
Herald Sun  NOVA FM  Channel 31  Da Vinci Exhibition

**Internet:** Google ad  CIS Web Site  Web search (specify)

**Other:** Flyer/Poster  Word of Mouth  Passing by CIS  Other \_\_\_\_\_

### What made you choose CIS? (You can choose more than one answer)

Recommendation  Flexible Times  Emphasis on Conversation  Telephone Information

Only Italian Taught  Free Extra Classes  Web Site  Value for Money

Levels Offered  Location  Brochure  Reputation  Other: \_\_\_\_\_

### Conditions of enrolment:

**Free extra classes:** After the third (3<sup>rd</sup>) week of each term, students are most welcome to attend as many extra standard classes as they wish, at any level, at no extra cost. Students who are unable to attend their regular class are invited to attend classes at other times.

**Refunds:** No refunds will be issued after the commencement of a course. Students who withdraw prior to the commencement of the course are entitled to a refund minus a 15% administration fee or a Credit Note for the full amount. **Once a Credit Note is issued, it cannot then be exchanged for a refund. No refunds will be issued for missed classes.**

**Credits:** Credit Notes can be arranged for students who, through **extreme circumstances only**, are forced to withdraw from classes in the first two (2) weeks of term or the first two (2) days of the intensive course only. **No Credit Notes will be issued after this period.** No credits are issued for missed classes. Credit Notes are not redeemable for cash or bookshop merchandise.

**Cancelled Classes:** CIS reserves the right to cancel any class that does not reach the minimum number of enrolments. In the event of a class being cancelled, students can transfer to another class. Alternatively, a refund or credit note will be issued.

I have read the Conditions of Enrolment and I agree with them.

Signature \_\_\_\_\_

PTO

Please choose the course in which you wish to enrol:

**TERM COURSES:**

**TERM 1 : 1st February to 10th April, 2010**  
 Standard \$269     Semi-Intensive \$489  
 Level: \_\_\_\_\_  
 Day: \_\_\_\_\_ Time: \_\_\_\_\_

**TERM 2 : 19th April to 24th June, 2010**  
 Standard \$269     Semi-Intensive \$489  
 Level: \_\_\_\_\_  
 Day: \_\_\_\_\_ Time: \_\_\_\_\_

**TERM 3 : 12th July to 18th September, 2010**  
 Standard \$269     Semi-Intensive \$489  
 Level: \_\_\_\_\_  
 Day: \_\_\_\_\_ Time: \_\_\_\_\_

**TERM 4 : 4th October to 11th December, 2010**  
 Standard \$269     Semi-Intensive \$489  
 Level: \_\_\_\_\_  
 Day: \_\_\_\_\_ Time: \_\_\_\_\_

**INTENSIVE COURSES:**

**SUMMER INTENSIVE: 11th to 22nd January, 2010**  
 Level: \_\_\_\_\_ \$489 (1 week only \$269)  
 Last level you completed? \_\_\_\_\_  
 Day Class: (10.00-1.00)     Evening Class: (6.00-9.00)

**AUTUMN INTENSIVE: 12th to 16th April, 2010**  
 Level: \_\_\_\_\_ \$269  
 Last level you completed? \_\_\_\_\_  
 Day Class: (10.00-1.00)     Evening Class: (6.00-9.00)

**MID-YEAR INTENSIVE: 5th to 9th July, 2010**  
 Level: \_\_\_\_\_ \$269  
 Last level you completed? \_\_\_\_\_  
 Day Class: (10.00-1.00)     Evening Class: (6.00-9.00)

**SPRING INTENSIVE: 27th Sept to 1st October, 2010**  
 Level: \_\_\_\_\_ \$269  
 Last level you completed? \_\_\_\_\_  
 Day Class: (10.00-1.00)     Evening Class: (6.00-9.00)

Mastercard / Visa / Bankcard / Amex\* / Diners\* (\*3% Surcharge applies for Amex & Diners)    Cardholder's Name \_\_\_\_\_  
   Expiry Date  /   
 Bank Transfer details: Acc Name: CIS Language Centre PTY LTD / BSB: 083170 / Acc Number: 455615108/ Please put in your name as the reference

**Office Use Only (1)**

Term 1: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Term 2: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Term 3: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Term 4: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____

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Summer: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Autumn: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Winter: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____
Spring: Cheque / Cash / CC / EFT / BT	Date: _____ \$ _____	Confirmed R.I./ Post/ Tel. Reg _____	DB _____