



247-249 Cardigan Street, Carlton Vic 3053
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CHILDREN'S ENROLMENT FORM 2010

Enrolment is made by completing the form below and mailing it to the above address or bringing it in personally together with payment of \$179.00* or (\$265.00* for advanced classes).

Full Name of Child(ren) (Please print) _____

Age(s) _____ Date(s) of birth _____

Address _____ Postcode _____

Parents'/Guardians' name(s) _____

Telephone (Home) _____ (Work) _____ (Mobile) _____

Has your child(ren) previously been enrolled at CIS? Yes No

Does your child/children have any special needs of which we should be aware? If so, please specify

Please nominate the person/people who are permitted to pick up your child/children from class.

Please note: Unless you otherwise specify your child/children will not be allowed to leave the classroom with anyone other than the people listed below.

Name: _____
Contact No. _____
Relationship to child/ren _____

Name: _____
Contact No. _____
Relationship to child/ren _____

Name: _____
Contact No. _____
Relationship to child/ren _____

TERM COURSES: The class(es) I wish to enrol my child(ren) in is/are:

TERM 1 : 30th January to 27th March, 2010

Class(es): _____

Day: _____ Time: _____

Parent's Signature _____

TERM 2 : 20th April to 26th June, 2010

Class(es): _____

Day: _____ Time: _____

Parent's Signature _____

TERM 3 : 13th July to 18th September, 2010

Class(es): _____

Day: _____ Time: _____

Parent's Signature _____

TERM 4 : 5th October to 11th December, 2010

Class(es): _____

Day: _____ Time: _____

Parent's Signature _____

What led you to CIS?

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

Internet: Internet Google ad CIS Web Site

Other: Word of Mouth Flyer/Poster Passing by CIS Other _____

What made you choose CIS?

Conditions of enrolment:

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. 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.

The section below need only be completed when paying by fax or post

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 _____