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ENROLMENT FORM 2012

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 The Senior

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 (3rd) 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

