



# Enrol online: [livinglearningnillumbik.vic.gov.au](http://livinglearningnillumbik.vic.gov.au) phone customer service on 9433 3744 or complete this **SHORT COURSE / ACTIVITY ENROLMENT FORM**

## COURSE OR ACTIVITY DETAILS

Start Date

Fee

COURSE OR ACTIVITY DETAILS	Start Date	Fee

### WHERE DID YOU HEAR ABOUT THIS COURSE OR ACTIVITY?

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Adult Learners week       | <input type="checkbox"/> Employment agency | <input type="checkbox"/> Library                      | <input type="checkbox"/> School Newsletter |
| <input type="checkbox"/> Arts & culture e-bulletin | <input type="checkbox"/> Local paper       | <input type="checkbox"/> L&LN centre                  | <input type="checkbox"/> Word of mouth     |
| <input type="checkbox"/> Council info stands       | <input type="checkbox"/> I am re-enrolling | <input type="checkbox"/> Newspaper                    |  |
| <input type="checkbox"/> Council website           | <input type="checkbox"/> L&LN e-newsletter | <input type="checkbox"/> Nillumbik News / letter drop |  |
| <input type="checkbox"/> Direct mail/email         | <input type="checkbox"/> L&LN website      | <input type="checkbox"/> Other _____                  |  |

### PARTICIPANT DETAILS (Living & Learning Nillumbik collect and hold all details in accordance with information and privacy laws).

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

Male  Female  Other  I'd rather not say Date of birth: \_\_\_\_\_

**If the participant is under 18 you will be required to complete a Child Parental Consent form and return it to us before the start date of the course.**

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_  
(We use email to send you information about your enrolment and may also send information about our other programs)

Home address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

I would like to subscribe to the monthly Living & Learning Nillumbik eNews.

**CONCESSION CARD** Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

### PARTICIPATION PLAN

**Do you require support to participate?**  YES  NO

If you do require support, we will provide you with a Confidential Participant Information form which will go to the relevant Program Coordinator who will contact you to discuss how we may assist you to participate.

**PLEASE NOTE: Living & Learning Nillumbik activity venues are not allergy free environments.**

### CONDITIONS OF ENROLMENT — (see Terms & Conditions at [livinglearningnillumbik.vic.gov.au/Courses-and-activities/Terms-and-conditions](http://livinglearningnillumbik.vic.gov.au/Courses-and-activities/Terms-and-conditions))

- Full fee payment is required on enrolment.
- No fee reductions can be made for sessions that the participant cannot attend.
- Some courses / activities may be able to accommodate additional participants after commencement and pro-rata fees may apply.
- Concession fees may be available to holders of a Health Care Card, Pension Concession Card or Veterans Gold Card.
- If you hold a Companion Card your carer may attend with you at no cost to the carer.
- Courses and activities run subject to sufficient enrolments. If they are cancelled full refunds will be given.
- Living & Learning Nillumbik reserves the right to cancel, postpone, or alter advertised details.
- If the participant withdraws more than one week before the start date a \$30 admin fee or the full fee (whichever is the lesser) will be withheld. At the time of withdrawal if the participant transfers to another course the \$30 admin fee will be waived.
- No refunds will be given if the participant withdraws less than a week before the start date.
- Substitution of attendees may be acceptable in some courses, before the start of the course, subject to approval by the Program Coordinator. Enrolment details for the new person must be provided at the time of the substitution.
- Nillumbik is committed to fairness and supports participation by all members of the community. Special consideration may be given in relation to fees and charges in cases of genuine significant hardship.

Living & Learning Nillumbik • 9433 3744 • [livinglearningnillumbik.vic.gov.au](http://livinglearningnillumbik.vic.gov.au) • centres at Diamond Creek, Eltham, Panton Hill

**PAYMENT** – Payment must be made at the time of enrolment in one of these 4 ways

<p><b>BY PHONE</b> Call with your credit card handy to provide enrolment details and pay by Mastercard or VISA.</p>	<p><b>BY EMAIL</b> Print off and complete the enrolment form. Scan it back into your computer and email it to us at <a href="mailto:info.livinglearning@nillumbik.vic.gov.au">info.livinglearning@nillumbik.vic.gov.au</a></p>
<p><b>BY MAIL</b> Complete the enrolment form and attach a cheque (to Nillumbik Shire Council) and mail it to one of our centre locations (see next page).</p>	<p><b>IN PERSON</b> Bring your completed enrolment form with cash, cheque or credit card to any of our centres below during normal office hours.</p>

**CENTRE LOCATIONS & OFFICE HOURS - CUSTOMER SERVICE 9433 3744**

<p><b>DIAMOND CREEK</b></p>	<p>119 Cowin Street Diamond Creek, 3089</p>	<p>Office hours: Mon 9am-12noon, Tues to Thurs 9am-3pm</p>
<p><b>ELTHAM</b></p>	<p>739 Main Road Eltham, 3095</p>	<p>Office hours: Mon 9am-12:30pm, Tues to Fri 9am-5pm</p>
<p><b>PANTON HILL</b></p>	<p>18 Bishops Road Panton Hill, 3759</p>	<p>Office hours: Mon to Wed 9am-12noon</p>

I have read and accept the conditions of enrolment listed above on behalf of the participant and the person making the payment.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL TO BE PAID**  BY  Cash  Cheque/Money order (to Nillumbik Shire Council)  Card (over the phone)

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➔ [livinglearningnillumbik.vic.gov.au](http://livinglearningnillumbik.vic.gov.au)