

# Braybrook Community Centre

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Website: [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au) | Facebook: Braybrook Community Hub



Maribyrnong  
CITY COUNCIL

## ENROLMENT FORM

**PLEASE PRINT.** Please read information carefully and complete enrolment form before signing personal details.

<b>COURSE NAME:</b>		Term 1	Term 2	Term 3	Term 4	YEAR
<b>Title</b>	MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MST <input type="checkbox"/> OTHER .....					
<b>First Name</b>		<b>Main Contact (used for minors only)</b>				
<b>Last Name</b>				<b>Relationship</b>		
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>					
<b>Address</b>						
<b>Suburb</b>		<b>Postcode</b>				
<b>Phone (BH)</b>		<b>Mobile</b>				
<b>Email</b>						
<b>Date of Birth</b>	/ /		<b>Country of Birth</b>			
<b>Do you identify as being of Aboriginal and/or Torres Strait Islander descent? (Optional)</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<b>What is your Cultural Background?</b>			<b>Language(s) Spoken</b>			
<b>Concession</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If yes, please advise Concession card #</b>			
			<b>Expiry Date</b>		/ /	
<b>Allergies (if applicable)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If yes, please state:</b>			
<b>Disability</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If yes, please state:</b>			
<b>Injuries</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If yes, please state:</b>			
<b>Emergency Contact Details</b>	<b>Full Name</b>				<b>Relationship</b>	
	<b>Phone</b>					
<b>How did you find out about this course?</b>	<input type="checkbox"/> Newsletter <input type="checkbox"/> Local Newspaper <input type="checkbox"/> Tutor <input type="checkbox"/> Maribyrnong Libraries <input type="checkbox"/> Visited Centre <input type="checkbox"/> Word of mouth		<input type="checkbox"/> Facebook <input type="checkbox"/> Flyer <input type="checkbox"/> Returning Student <input type="checkbox"/> Council Webpage <input type="checkbox"/> Google / Internet search <input type="checkbox"/> Other (please state).....			
<b>Would you like to be on our mailing list? (To receive updates on Centre Events/Programs/Activities)</b>					Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Photograph Release</b>	Do you give permission to be photographed and be used in displays and promotional materials, including <u>social media</u> for Braybrook Community Centre?					
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature.....			
<b>Registration</b>	I, ..... / on behalf of ..... wish to register in the mentioned course.					
	Signature .....		Date ...../...../ 20.....			

**PAYMENT DETAILS & Terms and Conditions**

<b>Payment</b>	<ul style="list-style-type: none"> <li>• <b>In person:</b> Cash, Cheque, EFTPOS, Visa, MasterCard or Money Order. Payments are accepted Monday – Friday to 4pm daily, excluding Public holidays. <b>All Cheques and Money Orders made payable to Braybrook Community Centre.</b></li> <li>• <b>By mail:</b> Cheque or Money Order payments can be posted directly with your enrolment form to the centre.</li> <li>• <b>By phone:</b> Credit card payments can be made via telephone.</li> <li>• <b>Concession rates:</b> Concession rates are available to holders of a current Health Care Card, Disability, Pension, Student or Seniors Card. Cards must be presented to centre staff to receive the concession rate.</li> <li>• Classes are paid for on a term by term basis unless otherwise stated.</li> </ul>
<b>Class Cancellations</b>	<ul style="list-style-type: none"> <li>• A minimum number of fully paid enrolments are required before a class can commence. Participants enrolled in a cancelled class will be notified and fully refunded.</li> </ul>
<b>Refunds</b>	<ul style="list-style-type: none"> <li>• Part refund will be given when five working days notice of cancellation is given by a student prior to the scheduled start date, however a \$25 administration fee will be deducted.</li> <li>• No refunds are given once a course has started and the student decides to cancel unless a medical certificate relating to non attendance is provided. Please note, a \$25 administration fee still applies.</li> </ul>

**PAYMENT DETAILS****( for email or postal enrolments ONLY)**
 Money Order    Cheque    Visa    MasterCard

Amount \$.....

**Credit Card No****Expiry Date****Cardholder's Name** .....**Signature**..... **Date** ...../...../.....**PRIVACY STATEMENT**

Information provided by you will be used for class registration purposes and may be used by centre staff in order to contact you regarding the class you are applying for. Information will not be disclosed to any other party except as required by relevant funding bodies or by law. Further information about privacy can be found at [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au) or copies are available from Customer Service, Maribyrnong City Council, Cnr Hyde and Napier Streets, Footscray VIC 3011.