



**ParnellTrust**  
COMMUNITY CENTRE

## **Learning & Leisure Programme 2010 Policy, Terms and Conditions**

### **REFUNDS**

Full refund applies only when Parnell Trust cancels a course.

Half refund applies for those who withdraw before a course starts.

No refund applies for those who withdraw after the course has started.

### **TRANSFERS**

You may transfer between courses. A fee of \$10 is payable per transfer.

### **FEES / PAYMENTS**

Payment must accompany all enrolments.

Fees are inclusive of GST.

**Receipts are issued only on request at the office, or if you supply a stamped, self addressed envelope.**

### **CANCELLATIONS**

Parnell Community Centre reserves the right to cancel any course at any time. All those who have enrolled in a cancelled course will be notified.

### **DATE AND TIME CHANGES**

Parnell Community Centre reserves the right to change any course dates and times. All those who have enrolled will be notified.

### **COURSE EVALUATION**

Parnell Community Centre welcomes and values feedback. Course participants will be asked to complete an evaluation form.

**Please note: Classes will proceed unless you are notified of cancellation. Material costs are not included in the cost of the course unless otherwise stated.**



## Learning & Leisure Programme 2010 Enrolment Contract

Title  Date today:

First Name(s)

Last Name

Address

Home Phone  Business Phone

Email  Mobile

Emergency phone contact

Course name

Term  1  2  3  4 Code  Fee \$

Course name

Term  1  2  3  4 Code  Fee \$

Course name

Term  1  2  3  4 Code  Fee \$

**Total \$**

### HOW DID YOU HEAR ABOUT US?

Brochure from...  Parnell Community Centre  Letterbox  Library  Another Community Centre  
 Website  Community newspaper  word of mouth  .....

SOME OF OUR COURSES REQUIRE US TO GATHER DATA FOR MINISTRY OF EDUCATION STATISTICS (please tick options)

Age  16-19  20-29  30-39  40-49  50-59  60+

Ethnic Origin  Maori  Pacific Islander  Asian  European  Other

Gender  Male  Female

### Privacy Act:

We would like to keep you informed of Parnell Trust's events and activities. If you do NOT wish to receive any information regarding other Parnell Trust services, please tick this box.

**FOR OFFICE USE** Payment by  Cash  Cheque  Eftpos  Internet

Receipt No:  Date Received:

Please complete this enrolment form and read the Terms and Conditions and either bring it to Reception, Parnell Community Centre, Jubilee Building, 545 Parnell Road, Parnell, Auckland or post with payment to PO Box 37 682, Parnell, Auckland 1151

Our office hours are 8.30am to 5pm, Monday to Friday. Payment by cash, cheque or eftpos.  
Please contact us for details about electronic payment. t 09 379 2095 x9704 f 09 379 2091