



opening doors

School of Languages ENROLMENT FORM

A complete enrolment form must be received by Opening Doors School of Languages **at least one week prior** to the beginning of a term. If you fax your form, remember to keep the fax transmission report and do not mail the original as well. Fees are payable on enrolment and must be included with this form. Prices are GST inclusive.

Please tick the correct boxes:

Language	Location	Time	Day
Spanish	<input type="checkbox"/> Richmond	<input type="checkbox"/> Daytime	<input type="checkbox"/> Mon
French	<input type="checkbox"/> South Yarra	<input type="checkbox"/> Evening	<input type="checkbox"/> Tue
Portuguese	<input type="checkbox"/> Prahran	<input type="checkbox"/> Flexible	<input type="checkbox"/> Wed
Italian	<input type="checkbox"/> Flexible		<input type="checkbox"/> Thu
		<input type="checkbox"/> Standard	<input type="checkbox"/> Fri
		<input type="checkbox"/> Private	<input type="checkbox"/> Sat
			<input type="checkbox"/> Flexible

Name of the course _____

Term (eg. Feb) _____

Student Details

Surname _____

Given Name/s _____

Address _____

Day Phone _____ Mobile _____

Evening Phone _____ Fax _____

Email _____

Payment Details

Course Fee \$ _____ Books \$ _____

Payment: Cheque Money Order

(cheques should be made payable to 'Opening Doors School of Languages')

Electronic Transfer **Bank Details**

BANK: ANZ **BSB:** 013-400
ACCOUNT NUMBER: 4858 15637
NAME: OPENING DOORS SCHOOL OF LANGUAGES

Credit Card*: Visa MasterCard Bankcard

*Please note that payments by credit cards will incur a 3% surcharge.

Card No. _____

Expiry Date ____/____

Cardholder's name: _____

Signature: _____

Date _____

I hereby agree to be enrolled in the Opening Doors School of Languages and to the terms and regulations. I understand that the Opening Doors School of Languages has the right to vary or cancel an application made on the basis of incorrect or incomplete information.

Student's Signature _____

Date _____

Reasons for enrolment in language program

General interest Travel Business purposes

How did you learn of Opening Doors? _____

Opening Doors School of Languages is committed to protecting the privacy and security of Personal Information which it holds about you. For details of our Privacy Policy please visit our website.

Enrolment Information and Conditions

Enrolment Procedure

To secure a place in a class, please enrol via one of the methods below. Early enrolments and reservations are advisable. Fees must be paid in full at least one week prior to the commencement of the course.

Please post in the completed enrolment form with cheque, money order, credit card or Electronic Transfer Receipt to:

Opening Doors School of Languages
91 A Chapel St
Prahran
Vic 3181

Please make cheques payable to 'Opening Doors School of Languages'.

Confirmation

Confirmation will be made prior to commencement of term. Receipts will be handed out in class.

Refunds

Withdrawals from a course will be granted if requests are received in writing, within five working days prior to the commencement of term. An administration fee of \$30 applies. Unfortunately, we are unable to refund fees after the start of classes. No refunds apply for course materials once collected unless the course is cancelled.

Class Cancellations

We reserve the right to rearrange or cancel courses. A full refund will be given if the course is cancelled due to insufficient number of students. The minimum number of students is five students per class, the maximum is fifteen.

Texts

All language course materials need to be paid for prior the commencement of classes. They should be collected in the first week of the term. There will be no refund available for course materials, unless a course is cancelled.

Transfers

Transfers between levels require prior consultation with the administration.

Credits

Special considerations will be taken into account if the student must withdraw under extreme circumstances in the first week of the course. Credit is subject to the availability of future courses. The credit is not transferable to another person and can be used only once within the first three months. Fees will not be refundable.

Public Holidays

There are no classes on public holidays, but the term will be extended for one more week in order to cover the missing lesson.

Private tuition

Private lessons should be arranged through administration and can be held at one of our centres, or at student's work place at fees by negotiation.