

**Fee for Service
2025 ENROLMENT FORM**

Course Name: _____ Term: _____

Fee: _____ Start Date: _____

Name: _____ Date of Birth: _____

Address: _____ Suburb: _____ P/code: _____

Phone No: _____ Mobile: _____

Email Address: _____

How did you hear about us? _____

Please send me the new Term Course Guide? YES / NO BY EMAIL / BY POST

Emergency Contact: _____ Phone No. _____

Medical information

Do you have any medical conditions that could impact your participation in your class? If so, please describe:

Please read and acknowledge by signing at the bottom of the page

Please tick if you DO NOT want to receive information about Alamein promotions & specials

Payment details: You can pay by credit/debit card (including over the phone)/ EFTPOS / cheque / cash / postal order / EFT: BSB No: 033-106 Account No: 11-0866 Ref: your surname and course name.

Enrolment: Enrol by completing this form and send back to us with payment **or** enrol personally during office hours. Phone bookings can only be accepted if payment is made within 24 hours.

Late enrolments: Will only be accepted if there are vacancies in the course **and** payment in full is made within 24 hours.

Difficulty in paying: If you are likely to have difficulty in paying, please speak to the Centre.

Missed classes: There will be no refund for missed classes.

COVID-19 restrictions: Please note that should our centre be closed due to a COVID-19 restrictions Yoga, Pilates and Meditation classis will automatically be moved to an online platform. A credit will be applied if you can't attend online.

Refund and cancellation policy:

Withdrawing from the class: No refunds will be given if withdrawing from the class throughout the term.

Cancellation by you: 7 working days or less no refund will be given.

Cancellation by you: 8–14 working days prior to the starting date. A 20% admin fee will be deducted.

Should the Centre cancel a course due to low numbers or unforeseen circumstances, you will receive a full refund.

I have read and agree with the above information.

I authorise the teacher or staff member of Alamein to seek medical attention if necessary. I consent to first-aid administered by the teacher or staff member if necessary.

I have read the Alamein Neighbourhood and Learning Inc. Code of Conduct (see overleaf) and I agree to abide by the policies.

Signed _____ Date _____



STUDENT CODE OF CONDUCT#

It is the aim of Alamein Neighbourhood & Learning that all participants in courses and activities at the Centre have a good experience. Alamein recognises the rights of all participants to fully participate in courses in an undisturbed environment. To support this objective the following conduct and procedures are in place:

Behaviour:

- When on centre grounds, participants should act in a respectful manner toward fellow participants, centre staff and teachers. In accordance with our organisational policies, any acts of aggression, harassment verbal abuse, or physical violence will result in the student being banned from the premises until the incident is processed and dealt with through our policies and procedures.

Punctuality:

- Participants should arrive for their class on time in order not to disrupt the class.

Personal presentation

- Students attending class are expected to dress appropriately and maintain good personal hygiene to ensure the comfort and well-being of everyone. This includes:
 - Washing hands with soap and water after using the restroom, before meals, and after any activity that may cause dirt or germs.
 - Wearing clean clothes each day, appropriate for the learning environment.

Class Attendance:

- If a participant is unable to attend a class, they should tell the teacher or call the centre before class.

Mobile Phones:

- Participants should turn off their mobile or switch it to silent mode. If a participant is waiting on an urgent call, they should talk with the teacher to make arrangements to take the call.

Food During Class:

- Food should not be eaten during class time unless for medical reasons, or as a class activity.

Children in class:

- Children are not allowed in class. Childcare arrangements should be made while parents/carers attend the centre.

Smoking or Vaping

- Smoking or Vaping is not permitted inside the Centre or under any covered areas outside the centre.

If Unwell

- Participants should remain at home if feeling unwell and contact the Centre to advise of absence.

If a participant believes that a member of their class is in breach of this code and is disrupting the learning opportunities of fellow participants, they should speak to the Executive Officer.

#Student Code of Conduct, SEP 2024

