

Istituto Italiano di Cultura - IIC Melbourne

Courses Enrolment Form 2018

Course*	FIELD MARKED WITH * ARE MANDATORY		
	Block* 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>		
A1. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Course day and time*		
A2. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>
B1. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
B2. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/>
C1. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>		
Course Name: _____	Name*(please print): _____		
VCE <input type="checkbox"/>	I am already an IIC student <input type="checkbox"/>		
Payment (please note we do not accept cheques)			
Course fee: \$ _____			
<input type="checkbox"/> Bank Transfer Account Name: Istituto Italiano di Cultura. BSB: 063-170 Account No: 0000 0015 Please write your surname and indicate the service/product you have paid for e.g. Course A1.3, textbook etc. Please email remittances to melbourne.iic-amm@esteri.it			
<input type="checkbox"/> Cash		<input type="checkbox"/> Debit card (savings/cheque account)	
Credit card: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa (\$2.00 surcharge applies to cover administrative costs)			
Name on card: _____			Expiry date: _____
Card Number: _____			
For NEW students only (please print)			
Telephone*:		Postal address:	
Email address*:			
<i>Where did you hear about our courses?</i> Newspapers <input type="checkbox"/> Leaflets <input type="checkbox"/> IIC Website <input type="checkbox"/> Facebook <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Friends <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____			
Reasons for enrolment:			

1. Fees must be paid in full upon enrolment and are payable in advance before the beginning of the block.
2. Enrolment is not confirmed unless payment is made in full.
Please note: we cannot accept any reservation for course enrolment without payment.
3. Before enrolling, students are advised to consider carefully their circumstances and personal commitments (such as family, employment and health) as no cancellation or refund will be possible after the specified deadline unless the course is cancelled by IIC. No partial refund can be given for classes not attended.
4. Any student who has paid for a course and who withdraws before the beginning of the course will be entitled to a refund of the amount paid less **\$50 admin fee.**
5. Fees will be refunded in full if a course is cancelled by IIC due to an insufficient number of students.
6. In case of class cancellation by IIC, students may request a transfer to another class or a full refund of fees paid.
7. Once you have sent us your enrolment form and payment, you simply turn up on the first day of your course. In the event of cancellation, we will notify you in writing.
8. Fees do not include textbooks unless otherwise specified. Where specified, expenditure on textbooks cannot be refunded once books have been collected by the student.
9. Students must purchase the recommended textbook (at the IIC or somewhere else) on the day of their first lesson.
10. Students may request a transfer to another class if the level that they are enrolled in is not appropriate. The request must be received within the first week of the term.
Please note that transfers can only occur if there is a vacancy in the new class.
11. Enrolments in our courses are not transferable to another person.

Declaration: I understand these terms and conditions and agree to abide by them.

DATE: _____

Signature: _____