

## **WORKSHOP ENROLMENT INSTRUCTIONS FOR 2010**

**Pre-enrolment is essential and payment must be received at least 14 days before the workshop. Payment will secure your place. Late enrolments will be accepted if there are still places.**

**Workshops are limited to 12 with a minimum of 4 and will be cancelled if insufficient numbers are enrolled in which case you will receive a full refund.**

**Cancellation policy: If you cancel up to 14 days before a workshop you may transfer to another workshop within the next 12 months, or transfer your place to another person. If you cancel within 14 days you may not transfer unless you find a replacement. **THERE ARE NO REFUNDS.****

**Bookings should be made by phone to the person nominated on the workshop details or by e-mail to [sherbon@bigpond.net.au](mailto:sherbon@bigpond.net.au)**

**Payment of workshop fee should be sent with the enrolment form to The Treasurer, PPAI, P.O. Box 1001 Neutral Bay 2089. Payment may be made by 1. Cheque, Money or Postal Order made out to Primrose Paper Arts Inc. OR 2. At any ANZ Bank to Bank A/c 012.352.258359715 with ANZ Bank Neutral Bay, OR 3. By Bank transfer to the above account.**

**WHICHEVER PAYMENT METHOD YOU CHOOSE, YOUR SIGNED ENROLMENT FORM MUST BE SENT WITH YOUR CHEQUE, BANK DEPOSIT SLIP, OR BANK TRANSFER DETAILS TO THE TREASURER AT THE ADDRESS ABOVE, IN ORDER TO ENSURE YOU ARE COVERED BY 3<sup>RD</sup> PARTY INSURANCE.**

**Receipts will be given out at the workshop**

## **ENROLMENT FORM**

**Please ensure that you read the pre-enrolment and payment details opposite and that you understand the cancellation policy. The 14 day cut-off is essential so that PPAI can set fees for tutors and give them sufficient notice as to whether a workshop will run or will be cancelled.**

**NAME.....**

**ADDRESS.....**

**E-MAIL.....**

**TELEPHONE.....**

**COURSE NAME.....**

**TUTOR.....**

**COST.....DATE.....**

**WHERE YOU HEARD ABOUT WORKSHOP.....**

**I AGREE TO THE CONDITIONS OF ENROLMENT:**

- 1. I accept the cancellation policy and**
- 2. I understand Primrose Park Art & Craft Centre accepts no responsibility for accidents, injury or loss of personal property while I am attending the centre.**

**Signature.....**