

Enrolment Details & Form

How to enrol

By our webpage: (Credit card only)
www.anu.edu.au/cce

By phone: (Credit card only)
6125 2892 During business hours

By fax: (Credit card only)
(02) 6125 5938.

By email: (Credit card only)
enrolments.cce@anu.edu.au

By mail: (Credit card details or cheques and money orders made out to ANU) to Centre for Continuing Education, The Australian National University, CANBERRA ACT 0200

In person: (during business hours)
first floor, Fulton Muir Building,
cnr North and Daley Roads
(ANU Campus) ACTON

Who can enrol?

Courses are suitable for everyone and no special qualifications are necessary unless otherwise stated.

NOTE: Courses advertised are designed for adults unless stated otherwise.

Enrolling

Full payment is required at time of enrolment. We will send you a tax invoice/receipt including a course outline, venue details and a map of the ANU. Enrolments are processed in order of receipt and if a class is full when yours is received you will be put on a waiting list and notified.

Please choose your course carefully: We cannot refund your course fee unless we cancel the course.

If you cannot attend the course: If you wish to transfer or withdraw, you must advise us in writing before the course start date. You will receive a credit note to the full value of the course.

There are no pro rata fees. Fees paid are for the full course. There can be no reduction for classes not attended.

GST

The GST is included in the advertised price where applicable.

For professional development courses

It may be easier to download the PD enrolment form with full business details at www.anu.edu.au/cce/pdcourses

Discounts for continuing education courses

Courses marked ND are not eligible for discounts.

\$10 for full time tertiary students, seniors, pensioners & people on unemployment benefits.

\$10 each if you and a friend enrol in the same course at the same time. Just put this as the reason and include details of your friend

\$15 if you are a returning CCE student, member of ANU staff or alumni.

Discounts for VAA only

There is only one discount for the Visual Arts Access program, 30 % off the course fee for those people who hold a "Health Care Card". A photocopy of the card must be included with your enrolment. (THIS DOES NOT APPLY TO MATERIAL OR WORKSHOP FEES).

If you are eligible for a discount, please tick the discount box on the enrolment form.

NOTE: Only ONE discount per student and you must claim your discount when you enrol

Materials for art courses

Students should be aware that even though some classes include a materials fee there may be further expenditure required on equipment eg. paintbrushes, paints, films, photographic paper, wood carving tools, chisels, charcoal, etc.

Privacy statement

When you enrol: Unless you specify otherwise, we will add you to our mailing lists to receive future program guides.

The information you supply is needed by the ANU Centre for Continuing Education to manage your enrolment and participation. The Centre will also use the information to notify you of future courses and events. No personal information will be disclosed outside the University without your express consent, except where required by law. Enquiries should be directed, in the first instance, to the Centre for Continuing Education on 6125 2892.

NOTE: by lodging this enrolment application I accept the enrolment conditions outlined above.

Information contained in this program is correct as at 7 November 2008 but is subject to change. The University reserves the right to amend, modify or cancel without notice the content of any matter within this publication. The University also reserves the right not to offer courses for which the number of enrolments is insufficient.

COURSE DETAILS

Course name				Starting date	/	/
Course fee	\$	Materials fee	\$	Total	\$	
Discount (please state reason)	\$			Total fee less discount	\$	

PERSONAL DETAILS

Surname				First name		
Home address				Suburb	State	Postcode
Phone (mobile)				(evening)	(daytime)	
Email						

PAYMENT DETAILS

Cash I enclose my cheque/money order made out to The ANU Please charge my: Bankcard / Mastercard / Visa (circle)

Expiry date	/	Card number				
Cardholder name	Signature					

RETURN TO:

Mail: Centre for Continuing Education, The Australian National University, Canberra ACT 0200
F: 6125 5938 E: enrolments.cce@anu.edu.au W: www.anu.edu.au/cce

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I have read, understand and accept the cancellation and refund conditions

Signed _____ Date / /

FOR OFFICE USE ONLY

Details entered:	by:	Bank transaction completed:	by:
Amount entered:	by:	Receipt/outline/map sent:	by:
Receipt number:	by:		