

## Classes & Workshops ENROLMENT FORM

PLEASE PRINT

NAME \_\_\_\_\_ AGE (youth) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
POSTCODE \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (M) \_\_\_\_\_

EMAIL \_\_\_\_\_

### NAME OF CLASS OR WORKSHOP plus CODE

- |          |             |            |
|----------|-------------|------------|
| 1. _____ | CODE: _____ | FEE: _____ |
| 2. _____ | CODE: _____ | FEE: _____ |
| 3. _____ | CODE: _____ | FEE: _____ |

Are you a Financial Member of CHCAG? Yes ☐ No ☐ TOTAL \$ \_\_\_\_\_

Classes and Workshops are at Member & Non-member rates

### PAYMENT OPTIONS

☐ Cash \$ \_\_\_\_\_

**Please note:** Cheques are no longer accepted

**In Person:** Fill in the form, place it together with your payment in the envelope provided and put in the Treasurers Green Letterbox in the Gallery

☐ Internet Direct Deposit \$ \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

#### DIRECT DEPOSIT:

**Account Name:** Coffs Harbour Creative Arts Group  
**Bananacoast Credit Union** (a division of Police & Nurses Ltd)

**BSB:** 533 000

**Account Number:** 3283 0906

*Your payment reference must be coded with your Surname,  
Initial, e.g. SmithG M followed by the Class or Workshop Code*

**Internet Banking:** Please complete this interactive PDF form and email the completed form together with your direct deposit receipt number to the Treasurer [chcagtreasurer@gmail.com](mailto:chcagtreasurer@gmail.com)

**Cancellation Refund Policy:** If we cancel the class or workshop, we will refund in full any fees already paid for this booking or you may transfer to another class or workshop if there are vacancies.

If you cancel your enrolment, a minimum of seven (7) days' notice is required in order to receive a full refund of fees paid. If less than 7 days' notice is provided, an administrative fee of 10% of the total class or workshop fee will be deducted from your refund. However, if you give less than 48 hours' notice, or the class or workshop has already been committed to proceed because of your enrolment, or the class or workshop has already commenced, we cannot refund your fees.

If there are exceptional circumstances which forced your withdrawal, you may email [chcagtreasurer@gmail.com](mailto:chcagtreasurer@gmail.com) within five days of class or workshop commencement to request consideration for a refund. A partial or full refund may be approved or declined, and assessed on a case-by-case basis.

I have read and agree to the Cancellation Refund Policy as above Signed: \_\_\_\_\_ Date: \_\_\_\_\_