



ENROLMENT FORM

PLEASE PRINT ALL DETAILS **CLEARLY**, FILL IN ALL SECTIONS AND SIGN, RETURN FORM WITH PAYMENT

Name: _____

Address: _____ Suburb _____ Postcode _____

Phone: _____ Mobile: _____

Email: _____

Emergency contact name & Number _____

Do you require a carer? Yes No

Is there anything the tutor/facilitator should know about you that will affect your participation in the class or an existing injury or condition? Yes No

	Class Name	Term or Casual	Amount
Class 1			\$
Class 2			\$
Class 3			\$
		Total Amount	\$

Payment Method – Cash, Cheque, eftpos or Direct Deposit

(Office Use Only Receipt #)

How did you hear about this course/activity? _____

Would you like to be added to our email list? Yes No

Are you interested in finding out about volunteering at GNH? Yes No

Would you be interested in volunteering for our letterbox brochure delivery? Yes No

We sometimes use photos of class participants for promotional material.

Do you agree to your photo being used for such purposes? Yes No



ENROLMENT GUIDELINES

1. Enrol by completing this form and either post it to us with payment or enrol personally during office hours. **BOOKINGS ARE NOT CONFIRMED UNTIL PAYMENT IS MADE. PLEASE PAY FEES PROMPTLY TO ENSURE YOUR PLACE.**
2. We cannot enrol any person unless we receive an enrolment form and payment.
3. Refunds: More than 7 days notice prior to commencement of a course must be given or a cancellation fee will apply. Cancellations: Courses with low enrolments may be cancelled and a full refund will be issued. Classes are not held on public holidays. Concession cards must be presented prior to the start of the course.
4. Casual 5 Class Passes: please note these passes are not transferable to other classes and are valid for two terms only as stated on pass. Unused classes on casual passes are not refundable but can be transferred to a term enrolment

I have read and agree to abide by the enrolment guidelines and Alphington Community Centre's Code of Conduct

Signature _____ Date ___/___/___

Payments can be made by cheque (please make payable to Greenhills Neighbourhood House), cash or by direct deposit – Greenhills Neighbourhood House

CBA: **BSB 063185 ACC# 904279**

Please put your name in the description e.g. B.Smith/kids art

Please email Janet at accounts@greenhillsnc.org.au once this has been done, giving full details of the course/event and the payment.

GNH CODE OF CONDUCT

ACC is committed to working to ensure that all people in our community feel respected, valued and connected. Our values determine how we demonstrate this commitment. These values are:

- Everyone in our community is important and we value and respect their opinions.
- We encourage and promote inclusiveness across our community.
- We value and respect difference and diversity.
- We welcome people of all abilities and ages, from all cultures and language groups.
- We promote tolerance and acceptance of all people.
- All people are equal and have the right to be heard and understood.
- We change and grow as our community changes and grows.
- We endeavour to build partnerships with the most isolated and vulnerable people in our community.

The GNH Committee of Governance (COG) has the responsibility of ensuring that all staff, volunteers and participants are made aware of these values, as well as the responsibility to report any acts of violence, discrimination and/or vilification, which are illegal acts in Australia/Victoria.

Reports of a breach of the Code of Conduct will require the COG to investigate that breach to establish the nature of the action required.

The following behaviours are considered breaches of the Code of Conduct:

- Discrimination against another person based on their age, gender, sexual orientation, race, culture, religion or any other irrelevant personal characteristic
- Vilification of any kind towards another person

Greenhills Neighbourhood House | ABN 77 506 593 314

Middle Building Community Drive, Greensborough | Tel. 9435 9287 | info@greenhillsnc.org.au | www.greenhillsnc.org.au



- Sexual harassment or intimidation of another person
- Violent or abusive behaviour towards another person
- Victimization of another person for exercising their rights through the Code of Conduct
- Actions contrary to the laws of the Commonwealth of Australia and the State of Victoria