

**msfw SHORT COURSE & WORKSHOP ENROLMENT APPLICATION**

2010

*Please return this completed enrolment form to msfw with your payment – details below.*

Please confirm that there is a place available in your chosen course by emailing [info@msfw.org.au](mailto:info@msfw.org.au) or phoning **03 9897 3055** before completing this form and making payment. **msfw** will confirm your enrolment by email (subject to availability).

<b>Course title</b>	_____	<b>Code</b>	_____
<b>Start date</b>	_____	<b>Day</b>	_____
		<b>Term</b>	_____
<b>Name</b>	_____	<b>Member no</b>	_____
		<i>(if applicable)</i>	
<b>Address</b>	_____		
<b>Suburb</b>	_____	<b>Post code</b>	_____
<b>Tel home</b>	_____	<b>Tel work</b>	_____
<b>Mobile</b>	_____	<b>Signed</b>	_____
<b>Email</b>	_____	<b>Date</b>	_____

**PAYMENT INFORMATION**

**Short Courses & Weekend Workshops:**

Full fee payment is required for all Short Courses and Workshops with your application to secure your booking. The enrolment fee includes temporary membership for the duration of the course.  
*The club accepts no responsibility for any injury sustained by a student while they are working on the premises.*

**Materials:** Fees include the cost of materials unless otherwise stated or advised.

**Confirmation** Unless you receive prior notification the class will run as listed.

**Cancellation:** Course places are limited. If a course has to be cancelled due to insufficient enrolments, we will notify you and issue you with a full refund or arrange a transfer to another class.

- Refunds:**
- If you need to withdraw from a class, please notify **msfw** immediately.
  - A \$40 cancellation/administration fee applies on refunds or transfers if the cancelled booking is filled by another student.
  - For cancellations less than three weeks prior to the course and where the booking cannot be refilled – NO refunds or transfers are allowed.

**GST:** All prices include GST

**Payment:** \_\_\_\_\_ Amount \$ \_\_\_\_\_

**EFT:** BSB 633 000 acct no 134205111  
*(preferred payment)* ref: Course Code, Surname (CV1,Wilkinson)  
*Please notify us by phone or email, that your eft payment has been made.*

**Cheques:** 'msfw' c/o 'short courses' 6 Rowern Court, Box Hill, Victoria 3128  
*Please notify us by phone or email, that your cheque payment has been posted.*

**Cash:** Please ring the **msfw** Office to arrange cash payments **9897 3055**  
*Please do not send cash by mail.*  
**msfw does not accept credit card payments or B-Pay™.**

Once payment has been successfully processed, this completed form serves as a **TAX INVOICE**. Please keep a copy for your records. A RECEIPT will be emailed to you.

**msfw**, 6 Rowern Court, Box Hill 3128

t 03 9897 3055 f 9898 3733 e [info@msfw.org.au](mailto:info@msfw.org.au)

**abn** 444 716 958 01