



Italian Language Centre

ABN 82 166 419 558

Enrolment form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Course Name & Day: _____

I have read and agreed with the privacy policy and the terms and conditions below.

Payment Options:

Cheques can be sent to:
Italian Language Centre (ILC)
6 Railway Walk (North),
Hampton, Vic, 3188

Electronic Funds Transfer to:	
BSB:	083 028
Account No.	77 348 6495
Account Name:	Italian Language Centre Pty Ltd
Reference:	Please quote your name.

Privacy Policy:

Personal information collected by **Italian Language Centre** as a result of enrolment and class attendance will be used only for the specific purpose for which the client/student intended. **ILC** will not disclose any personal information to a third party without consent. **ILC** will make reasonable efforts to ensure that your personal information is stored securely and protected from unauthorised access.

Please do not hesitate to contact Yvonne should you have further queries in relation to our privacy policy.

Occasionally **ILC** may take photographs and video footage to be used for educational and/or promotional purposes. If you **do not want** your photograph used in this manner, please indicate by ticking the box.

Terms and conditions:

- 10% deposit is required to enrol upon initial enrolment. Places are confirmed upon payment of initial deposit. Total cost per course \$320.00 per 10 week term.
- Students are required to pay in full before the end of the first week of commencement of the course.
- Students may pay for 5 lessons per term if they feel they may not be able to commit to a full 10 week term. \$160.00
- **Italian Language Centre** reserves the right to cancel courses upon insufficient numbers and students will be reimbursed in full. **ILC** aims to achieve the best learning outcomes by keeping numbers to a manageable number (no more than 6). Swift enrolment and payment are advised to secure a place.
- Students who are unable to attend a lesson due to illness, work or family commitments may make arrangements to attend another class at more or less the same level if convenient. In any case, students will be kept informed of the content covered in the missed class by the teacher. However, please inform the teacher of your intention to attend a "make-up" lesson.
- Upon commencement of course and in the event of exceptional circumstances, credit of up to three lessons are available to students upon re-enrolment in the following term.
- **ILC** will operate on public holidays.