

Enrolments

How to enrol

- When you have decided on the class you would like to enrol in, please let us know in person, by phone or email to put your name down.
- Enrolment and payment for classes is due before the first week of the Term. Late payment may jeopardise your place in the class.
- Complete a Membership / Enrolment form as soon as possible. Enrolment forms must be updated annually in Term 1.
- Most courses are held at the Neighbourhood Centre unless otherwise stated, but if you are unsure of any details, call the Centre for more information.

Fees

- Fees can be paid by cash, cheque or with your credit card/EFTPOS (VISA and MasterCard only) in person or over the phone.
- Fees for all Term classes are included on the CNC brochure or the Fee Information Sheet.
- Payment by instalments can be arranged in special circumstances.

Centre Membership

CNC is a community governance organisation and all users of the Centre are members of the incorporated association. This gives each Centre member a real voice in running CNC.

- Centre membership for 2018 is \$15 per student / family, renewable in Term one.
- Membership is valid until December 31 of each calendar year.

Refunds

Courses may be cancelled if there are insufficient enrolments.

- If a course is cancelled by the centre your fee will be refunded at the beginning of term or pro-rata if a mid-term cancellation is necessary.

If you cannot attend your course:

- Withdrawals with at least two weeks' notice will be refunded in full.
- Withdrawal with less than one weeks' notice will incur a 20% administration fee.
- Refunds are not available after a class has commenced unless exceptional circumstances exist.

Access for everyone

Canterbury Neighbourhood Centre is committed to providing equity of access to all members of our community. As far as possible course fees will be maintain at the lowest viable level, refunds will be considered taking into account the costs to the Centre and the circumstances of the refund request. Lower income participants will be accommodated where possible with concession fees and special consideration.

Fee and Enrolment Policy

Fees are charged in line with the Centre's Enrolments, Fees & Refunds Policy. A copy of the policy is available at the centre for members to view.