

General Workshop Information

Venue	Hartwell Church of Christ Hall, 246 Highfield Road, Hartwell
How to Enrol & Payment	<p>Payment in Full must be accompany enrolment form to secure a place. Enrolments and payment will be received up to two weeks prior to the workshop date. Cheques and internet banking information can be sent to: Narelle Higgins, Workshop Coordinator, the Victorian Feltmakers Inc P.O. Box 6180 Vermont South, Victoria, 3133 Email: ralhig@gmail.com</p> <p>For internet banking transfer: Bank: Westpac -Richmond South Account Name: Victorian Feltmakers Inc BSB: 033 120 Account No: 111 910</p> <p>Please send a business sized SSAE along with payment details and enrolment form and the receipt and requirements list will be returned via mail. Alternatively the enrolment form information can be sent via email and the receipt and requirements list will be returned via email.</p> <p>Heavily subscribed classes may be subject to a ballot.</p>
Enrolment Cancellation	A cancellation fee of \$10.00 will be levied if students withdraw from a workshop within two weeks of the workshop unless there are exceptional circumstances
Workshop Cancellation	A workshop may be cancelled one week prior to the advertised date if the minium number of students is not reached. All monies paid will be refunded in these circumstances.
Materials	A materials list will be sent to all students. Some workshops carry a small fee, payable to the tutor
Further Information	Please contact the Workshop Coordinator: Narelle Higgins Ph: 59684396 Email: ralhig@gmail.com

the VICTORIAN FELTMAKERS INC ***Workshop Enrolment Form***



Please enrol me in the following Workshops:

Workshop Name:

Cost:

-
-
-

TOTAL

Please tick : I am currently: A Victorian Feltmakers Member A Non-Member

- Please tick: I have Enclosed the full amount (cheque or money order. Payable to the Victorian Feltmakers Inc)
 Paid the full amount directly into the Victorian Feltmakers Bank Account.
 Date of deposit was:
 Enclosed a SSAE (*Stamped Self Addressed Envelope*) to receive my receipt and the Workshop Requirements List.
 Agreed to receive the receipt and Workshop Requirements List by email.

I agree that I am participating in the workshop at my own risk and I understand that the workshop may be cancelled one week before the advertised date if there are insufficient enrolments.

Name (print clearly):

Postal Address:

Home Telephone: **Mobile:**

Email Address:

Signed: **Date:**