

SINGLE SUBJECT ENROLMENT FORM

STUDENT DETAILS

Full Name _____
 Address _____
 Suburb _____ Postcode _____
 Telephone (H) _____ Telephone (W) _____
 Mobile _____ Email _____
 Emergency Contact & Number _____
 DOB & Occupation (optional) _____
 How did you find LaTrobe College _____
 Please tell us why you are doing the course and what you expect to achieve _____

ENROL ME

Subject 1 _____
 Start Date _____
 Evening or Day _____
 Term or Semester Enrolment (see next panel for availability) _____
 Subject 2 _____
 Start Date _____
 Evening or Day _____
 Term or Semester Enrolment (see next panel for availability) _____
 Subject 3 _____
 Start Date _____
 Evening or Day _____
 Term or Semester Enrolment (see next panel for availability) _____

MY PAYMENT

This form must be accompanied by a deposit, instalment or full payment for an enrolment place to be confirmed (please see below for more details)

The deposit amount for a Single Subject is \$250 with the balance due before the first class. If you are electing to pay by the Monthly Instalment Option please pay the first instalment when you enrol. See panel below for conditions and the fees panel to the right for details.

I will be paying by Monthly Instalment Option
 I will be paying upfront or by deposit then upfront before the start of the first week

DEPOSIT \$

MONTHLY INSTALMENT OPTION
 Payment One \$
 Payment Two \$
 Payment Three \$

FULL PAYMENT \$

SENDING PAYMENT BY FAX OR POST
 Please note that Amex or Diners is not accepted

Card Type _____
 Name on Credit Card _____
 Number _____
 Expiry Date _____
 Signature _____

ENROLMENT & PAYMENT CONDITIONS

Deposits: A place can be reserved with a deposit, which is deducted from the course fee. If you are paying a deposit the balance of the course fee is strictly payable before the first class.

Monthly Instalment Option: Three monthly instalments, strictly payable on the first of each month - see amounts in the right panel. Payments two weeks overdue will incur a 5% late fee. Payments four weeks overdue will incur a 10% late fee.

Payment Type: Payment can be made by cheque, money order, credit card, phone, eftpos, direct deposit and cash. Cheques are payable to 'LaTrobe College'. The college will telephone or post a confirmation to students to confirm their enrolment and payment. Any other receipts will be forwarded upon request only.

Refunds and Conditions: Upon enrolment you will be liable for the full cost of the course notwithstanding that you may choose not to complete the course. If students are unable to complete their course, credit may be given towards another. Withdrawal in writing prior to 10 working days before the first class, any payment less the deposit will be refunded. In the event of a student withdrawing from a course 10 working days or less from the date classes commence all fees are forfeited, or credit can be given towards another course. Consideration will be given to alter the forgoing in extreme circumstances. Courses are subject to numbers.

Signature of Applicant _____ Date _____

WHO CAN ENROL

No prior experience is expected. Participants are generally from a wide range of age groups and backgrounds. Students are encouraged to contact the college to make sure the subject choice is the best for them.

HOW TO ENROL

To enrol in a subject/s please contact the college on **9606 0933** to determine available places, then fill in this form and return it to LaTrobe College (see address below). An enrolment is confirmed once the college has received a deposit, instalment payment or full payment. Students are then contacted by telephone or email closer to the start of their program/s.

FEES

SUBJECTS	SHORT COURSE TERM		SINGLE SEMESTER SUBJECT	
	Term Enrolment 9 weeks	Monthly Instalment Option	Semester Enrolment	Monthly Instalment Option
Studio Painting Methods & Tech	\$ 575	\$ 210 x 3 monthly	\$ 1200	\$ 425 x 3 monthly
Drawing & Mixed Media	\$ 575	\$ 210 x 3 monthly	\$ 1200	\$ 425 x 3 monthly
Studio Art			\$ 1200	\$ 425 x 3 monthly
Sculpture & Installation	\$ 575	\$ 210 x 3 monthly	\$ 1200	\$ 425 x 3 monthly
Studio Practice			\$ 1200	\$ 425 x 3 monthly
Advanced Painting Methods & Tech	\$ 575	\$ 210 x 3 monthly	\$ 1200	\$ 425 x 3 monthly
Drawing and Ideas	\$ 575	\$ 210 x 3 monthly	\$ 1200	\$ 425 x 3 monthly
Art History & Theory			\$ 890	\$ 320 x 3 monthly
Gallery Practice			\$ 990	\$ 350 x 3 monthly
Studio Development			\$ 1200	\$ 425 x 3 monthly
Photography			\$ 1200	\$ 425 x 3 monthly
Multimedia Imaging & Graphics			\$ 1200	\$ 425 x 3 monthly
Design Communication			\$ 1200	\$ 425 x 3 monthly
Web Design			\$ 1200	\$ 425 x 3 monthly
Graphic Design Studio 1 & 2			\$ 2300	\$ 810 x 3 monthly
Interactive Animation			\$ 1200	\$ 425 x 3 monthly
Digital Video			\$ 1200	\$ 425 x 3 monthly
Design in Context			\$ 1200	\$ 425 x 3 monthly

LATROBE COLLEGE OF ART AND DESIGN

301 - 303 LaTrobe St Melbourne 3000, (Between Elizabeth & Queen Streets)
 Tel 03 9606 0933 Fax 03 9670 4514
 info@latrobecollege.com.au www.latrobecollege.com.au
 ABN 65 068 683 214 Office Hours: Mon to Fri 10am - 6pm

Coordinator contact: Bion Balding