

Application / Enrolment FORM

To apply for your course please fill in this form and return it to LaTrobe College 301 LaTrobe St Melbourne 3000. An enrolment is confirmed once the college has received a deposit, instalment or full payment. Courses are subject to numbers.



301-303 LaTrobe Street
Melbourne 3000
abn 65 068 983 214
telephone (03) 9606 0933
facsimile (03) 9670 4514
email info@latrobecollege.com.
web www.latrobecollege.com.

STUDENT DETAILS

Full Name _____
Address _____
Suburb _____ PC _____
Telephone (H) _____
Telephone (W) _____
Mobile _____
Fax _____

Email _____
Emergency Contact _____
& Phone Number _____
Your birth date & occupation (optional) _____
Name and place of your _____
work place or study (if relevant) _____
Please tell us why you are doing
the course and what you expect to achieve _____
How did you hear of LaTrobe College _____

I WOULD LIKE TO ENROL IN

Please give details of the Course or Subject/s you would like to enrol in, including whether day or night program

MY PAYMENT OPTIONS

This form must be accompanied by a deposit, full payment, or instalment payment

DEPOSIT \$ _____

A course place can be held with a deposit:
Deposit for Single Term class is \$160
Deposit for Single Subjects are \$300
Deposit for a part-time Course is \$500
Deposit for a full-time Course is \$1000

INSTALMENT PAYMENT PLAN (see course info booklet or single subject flyer for details)

\$ _____

FULL (upfront)

PAYMENT \$ _____

PAYMENT

MAKING TODAY \$ _____

I WILL BE MAKING PAYMENT BY

Credit Card Cheque Cash
 Money Order Eftpos Direct Deposit
Please tick box

IF YOU ARE SENDING PAYMENT BY FAX OR POST

Please note that we don't accept Amex or Diners

Card Type _____

Name on Credit Card _____

Number _____

Expiry Date _____

Amount _____

Signature _____

SIGNATURE OF APPLICANT

(or name & contact details of person filling in this form) _____

Date _____

ENROLMENT & PAYMENT CONDITIONS (please read)

Applying / Enrolling Please telephone the college to determine available course places! Then fill in and return this form with payment, instalment or deposit to confirm your application / enrolment to LaTrobe College, 301 LaTrobe Street Melbourne 3000. 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 or initial Instalment Payment is strictly payable before the first class. See the course information booklet for instalment amounts. Instalment Payment Option An initial payment followed by a set number of monthly Instalments, strictly payable on the first of each month - see amounts in course information booklet (Single Subjects arrangements will be different). Late payments incur a 5% fee. Any payments over a month late will incur 10% fee. 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. 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.