

# Capital E Term Time Course Enrolment Form



Please note: Before filling in this form, read and sign the terms and conditions overleaf.

Payment must be received at the time of booking to secure a place.

## Contact details

Guardian's Name:	
Contact email:	
Mailing address:	
	Postcode:
Tel no:	Work no:
Mobile no (for day of visit):	

Post enrolment form and payment to:  
Capital E, PO Box 3386, Wellington, 6140  
or fax this form with your credit card  
details to: (04) 9133 735

If you have any questions please do not  
hesitate to contact our Box Office on:  
(04) 913 3740 or [capitale.foh@wmt.org.nz](mailto:capitale.foh@wmt.org.nz)

More information at [www.capitale.org.nz](http://www.capitale.org.nz)

## Booking details

1st Child's Name:	Date of Birth:
Course Title:	
Date/time:	
Is there anything we need to know about your child such as medical conditions:	
2nd Child's Name:	Date of Birth:
Course Title:	
Date/time:	
Is there anything we need to know about your child such as medical conditions:	
3rd Child's Name:	Date of Birth:
Course Title:	
Date/time:	
Is there anything we need to know about your child such as medical conditions:	

## Payment details

Cash/Eftpos - come to Capital E with your enrolment form to pay by cash or eftpos.

Cheque - Please make cheques out to Capital E

Credit card - Card Type: \_\_\_\_\_ Exp date: \_\_\_\_\_

Card Number:

Amount Enclosed: \$ \_\_\_\_\_

## Terms and Conditions

- Our courses are very popular so to make it fair for everyone we cannot accept an enrolment without payment.
- Cancellations made up to three days before the start date of the course are entitled to a full refund, less a 15% administration fee.
- Cancellations within three days of the start date of the course are not entitled to any refund.
- If your child is sick, upon receipt of a doctor's certificate, you are entitled to a full refund, less a 15% administration fee.
- Refund can take up to 14 days to process and will be sent out to you by cheque.
- On the day of the workshop please phone us by 9.00am if your child cannot attend the workshop for any reason.
- We reserve the right to remove any child from the course if they are unruly and stop the rest of the class from learning and enjoying themselves.

I have read and I accept the terms and conditions of enrolment.

Signed: \_\_\_\_\_

## How did you first hear about the Capital E Workshops?

- Capital E Newsletter (print)       Dominion Post  
 Capital E E-newsletter (email)       Word of Mouth  
 Capital E Website  
 Other: \_\_\_\_\_

## Would you like to join our mailing list?

- Yes, please       Email       Post       Both  
 No, thanks.  
 I am already on your mailing list!

Office use only.

Received: / /

Patron

Conf sent: / /

Chq

E Trans

Cash