



Workshops Enrolment Form

Please complete this form and return it to

Rudolf Couture
Suite 44 | 52 Brisbane Street
LAUNCESTON Tas 7250

Alternatively you may simply email your details to: info@rudolfcouture.com

I would like to be enrolled in the following workshop:

- Sewing Machine Basics Soft Furnishings Cuddly Toys

My preferred date is

My details

Name

Address

Suburb State Post Code

Daytime telephone Mobile

email

- I have read and accept the Terms & Conditions (see below)

Signature Date

Terms & Conditions

These Terms & Conditions apply to all Rudolf Couture workshops, including Sewing Machine Basics, Soft Furnishings and Cuddly Toys.

1 General

The Terms & Conditions set out herein shall take effect on 31 May 2015. Terms & Conditions may be updated and/or amended without notice. Any such changes shall take effect on the date they are made and will not affect enrolments processed and invoiced prior to that date. By you submitting an enrolment form and making a payment in accordance with points 2 and 3 below, it will be deemed that you agree to these Terms & Conditions.

2 Enrolment

You will need to submit your details asked for on the enrolment form either by e-mail or by conventional mail on a completed enrolment form. No payment is required with your enrolment. Once your enrolment has been processed and approved, you will be sent an invoice for your workshop fee.

3 Payment

To confirm your enrolment, payment in full is required within 7 days from the date of invoice or on the day of your course, whichever occurs first. Payment options will be shown on the invoice. Failure to pay within 7 days may result in your enrolment being cancelled without notice. Any payments made are non-refundable.

4 Transfers

Your enrolment is valid for the selected workshop only. Should you be unable to attend for whatever reason, you may request to have your enrolment transferred to the next available workshop. A minimum of 24 hours' notice is required. Transfer requests actioned within 24 hours of the scheduled start time cannot be accepted and your enrolment and any payments made will be forfeited.

5 Cancellations

Your course times are confirmed from the time payment of your invoice has been received. Students who arrive late or fail to attend classes during the scheduled times will forfeit any lost time and any payments made for missed lesson(s).

In extenuating circumstances, lessons may be cancelled by us. If this event occurs, the cancelled lesson will be rescheduled to a later date.

6 Privacy

Private information you provide as part of your enrolment will be used exclusively to process your enrolment and will be stored in a database. All reasonable steps will be taken to maintain the security of this database. No information contained therein will be shared with, made available to or sold to any third party. You may request, in writing, to have your personal information updated or removed from this database at any time.

End of document.