

# BOOK GROUPS ENROLMENT FORM – INTERSTATE

Centre for Adult Education (CAE)

Box Hill Institute

Level 2, 253 Flinders Lane, Melbourne, VIC 3000 / Ph 9652 0611 / Email [bookgroups@cae.edu.au](mailto:bookgroups@cae.edu.au)

ABN 76268630482



Group Name: \_\_\_\_\_ Group Number: ZZ  19

Have you enrolled at CAE or Box Hill Institute before? Yes ☐ No ☐ If yes, please supply your student number: \_\_\_\_\_

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different to address above): \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Do you wish to join/re-join our complementary eBook service? NO EXTRA COST ☐ Yes ☐ No

Book Groups E-Newsletter: Please tick box if you DO NOT want to receive CAE Book Groups Newsletter by email ☐

CAE Marketing: Please tick the box if you DO NOT want to receive any marketing communication from us ☐

## Fee Schedule 2019 (Interstate)

Please tick the number of meetings your group is having and tick the appropriate fee.

If you are a new member or group starting partway through the year, please contact our office for the applicable pro-rata fee.

| No. of group meetings       | Full Fee                       | Seniors Fee                    | Concession Fee                 | Secretary Fee                 |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> 11 | <input type="checkbox"/> \$174 | <input type="checkbox"/> \$152 | <input type="checkbox"/> \$119 | <input type="checkbox"/> \$98 |
| <input type="checkbox"/> 9  | <input type="checkbox"/> \$157 | <input type="checkbox"/> \$138 | <input type="checkbox"/> \$108 | <input type="checkbox"/> \$89 |
| <input type="checkbox"/> 6  | <input type="checkbox"/> \$120 | <input type="checkbox"/> \$105 | <input type="checkbox"/> \$83  | <input type="checkbox"/> \$68 |

## Seniors, Students and Concession Fees

If you are claiming a reduced fee, please attach a photocopy of your card.

**Senior Fees** – Must have a valid Seniors Card or Commonwealth Seniors Health Card (Senior Business Card not included).

**Student Fees** – Same as the Seniors Fee. Must have a valid Student Card.

**Concession Fees** – Must have a valid Pensioner Concession Card, Health Care Card or Veterans Affairs Gold Card.

☐ Senior/Student ☐ Pensioner ☐ Health Care ☐ Veterans Affairs Gold

## Payment Details:

Cash and EFTPOS payments can only be made by paying in person at the CAE reception counter on Level 2, 253 Flinders Lane, Melbourne 3000.

☐ Cheque (to Box Hill Institute) ☐ Money Order ☐ Visa ☐ Mastercard **Total Amount \$** \_\_\_\_\_

Card No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_ CVC: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

Please note: Your credit card statement will say **Box Hill Institute** upon payment.

Receipt Options (please tick one): ☐ Send my receipt by email ☐ Mail my receipt by post

## Terms and Conditions

Refunds, less a **\$30 administrative fee**, will only be made if requested **at least 4 working days** prior to the group's first discussion date. Otherwise, no refunds or credit notes will be issued.

CAE is a brand of Box Hill Institute and you will be enrolled as a Box Hill Institute student.

By enrolling in this book group you agree to abide by the policies, procedures, regulations, Student Code of Conduct and General Conditions of Enrolment of Box Hill Institute available to be viewed at [www.boxhill.edu.au](http://www.boxhill.edu.au)

|                 |                                  |                                                                      |      |
|-----------------|----------------------------------|----------------------------------------------------------------------|------|
| OFFICE USE ONLY | Date Received ____ / ____ / ____ | BG Approval <input type="checkbox"/> Yes <input type="checkbox"/> No | Sign |
|-----------------|----------------------------------|----------------------------------------------------------------------|------|