

Book Groups Enrolment Form



Centre for Adult Education (CAE) Box Hill Institute

Level 2, 253 Flinders Lane, Melbourne, VIC 3000 | Ph 9652 0620 | Email bookgroups@cae.edu.au



Group Name: _____

Group Number: ZZ 23

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: _____ Postal address (if different to Residential): _____

State: _____ Postcode: _____ 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 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 2023

Please select either VICTORIA or INTERSTATE. 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.

VICTORIA				
No. of group meetings	Full Fee	Seniors Fee	Concession Fee	Secretary Fee
<input type="checkbox"/> 11	<input type="checkbox"/> \$158	<input type="checkbox"/> \$149	<input type="checkbox"/> \$107	<input type="checkbox"/> \$94
<input type="checkbox"/> 9	<input type="checkbox"/> \$147	<input type="checkbox"/> \$139	<input type="checkbox"/> \$100	<input type="checkbox"/> \$88
<input type="checkbox"/> 6	<input type="checkbox"/> \$118	<input type="checkbox"/> \$111	<input type="checkbox"/> \$81	<input type="checkbox"/> \$72

INTERSTATE				
No. of group meetings	Full Fee	Seniors Fee	Concession Fee	Secretary Fee
<input type="checkbox"/> 11	<input type="checkbox"/> \$181	<input type="checkbox"/> \$159	<input type="checkbox"/> \$125	<input type="checkbox"/> \$105
<input type="checkbox"/> 9	<input type="checkbox"/> \$163	<input type="checkbox"/> \$145	<input type="checkbox"/> \$114	<input type="checkbox"/> \$96
<input type="checkbox"/> 6	<input type="checkbox"/> \$127	<input type="checkbox"/> \$113	<input type="checkbox"/> \$89	<input type="checkbox"/> \$75

Please note: Interstate membership fees differ due to postage/delivery charges.

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:

As of 1st January 2023, Box Hill Institute will no longer accept personal cheques or cash for any payments. Bank cheques are acceptable. Credit card and EFTPOS payments can be made in person at the CAE Customer Service Hub, Level 2, 253 Flinders Lane, Melbourne. We cannot accept any personal cheques or cash in person or in the mail.

☐ Bank Cheque (to Box Hill Institute) ☐ 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 by email ☐ Mail 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

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