

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 24

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 2024

Please select either VICTORIA or INTERSTATE. Tick the number of meetings your group is having and tick the appropriate fee.

VICTORIA				
No. of group meetings	Full Fee	Seniors Fee	Concession Fee	Secretary Fee
<input type="checkbox"/> 11	<input type="checkbox"/> \$163	<input type="checkbox"/> \$155	<input type="checkbox"/> \$111	<input type="checkbox"/> \$97
<input type="checkbox"/> 9	<input type="checkbox"/> \$152	<input type="checkbox"/> \$144	<input type="checkbox"/> \$103	<input type="checkbox"/> \$91
<input type="checkbox"/> 6	<input type="checkbox"/> \$122	<input type="checkbox"/> \$115	<input type="checkbox"/> \$86	<input type="checkbox"/> \$75

INTERSTATE				
No. of group meetings	Full Fee	Seniors Fee	Concession Fee	Secretary Fee
<input type="checkbox"/> 11	<input type="checkbox"/> \$186	<input type="checkbox"/> \$164	<input type="checkbox"/> \$129	<input type="checkbox"/> \$109
<input type="checkbox"/> 9	<input type="checkbox"/> \$168	<input type="checkbox"/> \$149	<input type="checkbox"/> \$118	<input type="checkbox"/> \$99
<input type="checkbox"/> 6	<input type="checkbox"/> \$131	<input type="checkbox"/> \$117	<input type="checkbox"/> \$92	<input type="checkbox"/> \$78

☐ Pro-rata fee provided by administration: Amount: _____

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

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

Seniors, Students and Concession Fees Please select from the below list if you are claiming a reduced fee.

Seniors Fee

- ☐ Seniors Card (excluding Senior's Business Card)
☐ Commonwealth Seniors Health Card (orange)
☐ Full time Student

Concession Fee

- ☐ Pensioner Concession Card (blue)
☐ Health Care Card (green/yellow)
☐ Veterans Affairs Gold Card

Seniors/Concession Card Expiry Date (if applicable) _____

Payment Details:

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.

☐ 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	Date Paid	Processed By
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