

TERMS OF ENROLMENT

Willoughby City Council Centres reserve the right to change advertised course details if required. The Centre also reserves the right to refuse any enrolment if the terms of enrolment are not accepted.

Enrolments - Term enrolments close Friday 15th October, 2010. Courses that don't meet minimum numbers by this date may be cancelled. In the event of a course cancellation, at least 24 hours notice will be given and you will be issued with a full refund. Enrolments are confirmed upon submission of enrolment form with full payment. WPC does not provide written confirmation. Enrolments are accepted on a first in, first served basis. Receipts are available from the administration office upon request.

Payment - Please refer to 'Ways to Enrol' on page 23. Additional fees and charges may apply. Please refer to Willoughby City Council Fees and Charges 2010/2011. GST included as applicable.

Concessions - 10% for Pensioners and Health Care cardholders. 5% for Seniors and Tertiary students. To receive concession please show card and enter number on enrolment form.

Refunds - Please choose your course carefully. We do not give refunds for change of mind or personal circumstances. A refund may be considered if you provide a written request at least five working days before class commencement.

Cancellations - Should WPC management need to cancel a class for any reason, you will be advised of a replacement class date. If WPC management does not provide a replacement class you will be issued with a refund.

Indemnity - Students/Parent/Carer of Students of Centres indemnify Willoughby City Council against responsibility for accident, loss or injury suffered during the course of the activity. Students/Parent/Carer of Students also authorise the obtaining of medical assistance as required and agree to meet any expense incurred.

Public Holidays - The Centre is closed on Public Holidays. Should your class fall on a public holiday, you will be advised of a replacement class date.

Risk Warning - Participation in some activities at the Centres may present a level of risk. Patrons participate at their own risk and are responsible for their own safety. Council officers reserve the right to refuse enrolment if they believe that patrons are placing themselves at an unacceptable level of risk.

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Permission to Film/Photograph - Enrolment in a course indicates consent for Council staff to photograph/film students during activities/courses that they are participating in at the centre for the purpose of publicity or promotion.

Medical/Special Needs - If a student has specific needs or a disability, please provide the Centre with a copy of accurate medical details in writing. If requested by Council officers, some active courses may require a medical check-up or a doctor's certificate before participation. Centre staff are not trained in the use of EpiPens for children who suffer from anaphylaxis and therefore cannot administer adrenalin in the event of an emergency. Parents of children with severe allergies who suffer from anaphylaxis are advised to remain at the Centre with their children.

Permission to leave Classroom - Enrolment in a at Willoughby Park Centre indicates consent for children to be taken by staff to the Willoughby Park playground during breaks and lunchtime. Children will remain supervised at all times.

Late collection of children - Please ensure children are picked up on time, and that accurate contact numbers are provided. In the event that you may be delayed please contact the office on 9967 2917 during office hours. Late fees per family may apply: \$20 for the first 10 minutes and \$2 per minute thereafter.

Privacy Clause - In compliance with the Privacy Act 2001 personal details may be released to teachers for out of hours contact in the event of changes to courses or in the event of an emergency.

Important information for Children's Active Courses - All children must be accompanied to and from class by a parent/carer. No child may be left unattended on the Centre premises if they are not enrolled in a class. Active participation by parent/carer required for some classes. This means that children must remain supervised by parent/carer for the duration of each class. Students must enrol in the class that is appropriate for their age. Siblings may enrol in classes, providing they are within the designated age bracket. Parents are welcome to attend classes, however, any siblings of walking age attending classes must be enrolled.

Important information for all Pottery Courses - Clay and firing costs all inclusive with course fees. Willoughby Park Centre does not accept responsibility for breakages during the firing process. Please be aware the glazing and firing process takes several weeks and pottery will need to be collected at a later date.