

	Title: COURSE ENROLMENT POLICY/PROCEDURE	
	Version: 1 December 2006	Adopted: Committee of Management 21 February 2007
	Administered: Centre Management	Next Review: January 2009

BACKGROUND:

South Kingsville Community Centre (SKCC) is a not-for-profit organisation that offers social, educational, recreational and ACFE funded courses/programs to community members.

SKCC has a Fees, Charges and Refunds policy which sets the framework to provide these courses/programs at an affordable price for the community. This policy/procedure ensures that SKCC provides courses that are financially viable.

POLICY:

- SKCC will advertise all courses/programs on offer at the centre through centre brochures, local newspapers and handouts where appropriate.
- The enrolment form should be, where possible, printed on the advertising material for the centre. This material should also contain information regarding the fee and enrolment policy.
- SKCC will take enrolments up to one week prior to the course starting.
- A participant returning the enrolment form with a \$10.00 deposit determines an enrolment into a course/program.
- If a \$10.00 deposit has not been received then the participant is not considered to be enrolled.
- Courses will only commence if there are enough enrolments in the course to cover the cost of providing the course.
- As per the Fees, Charges and Refunds policy, all fees must be paid in full five days prior to the course commencing, unless alternative arrangements have been made with centre management.

PROCEDURE:

- On receiving an enquiry for a course/program centre staff will explain the enrolment procedure and provide the client with the necessary paperwork to enroll.
- On receipt of a paid enrolment, SKCC shall provide the client with a receipt for the monies received. If the enrolment is by mail, then a receipt shall be issued and mailed back to the client to acknowledge the enrolment.
- The receipt number and date is to be recorded on the enrolment form.
- Five days prior to the commencement date of the course, the co-ordinator will assess the enrolments to ensure there is sufficient numbers to cover the cost of the course.
- If there are insufficient enrolments the co-ordinator will decide whether to defer or cancel the course.
- The co-ordinator will ensure the clients are informed of the decision.
- If the course is cancelled all monies paid shall be refunded to the appropriate clients.
- If the participant chooses to transfer the funds to another course, this shall be documented on the enrolment form.