



Enrolment Form for Term _____ 2016

Child's Information:

Given Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Any special considerations (e.g. medical, dietary)?

Parent/Guardian Information:

Given Name/s: _____ Surname: _____

Title/s (Mr/Mrs/Ms): _____ Relationship to child: _____

Address: _____

Phone (Home): _____ Phone (Mobile): _____

Phone (Work): _____ Email: _____

Emergency contact: _____

Preferred class (day and time), if known: _____

I consent to my child's photograph, video image and/or artwork with first name, age and suburb being used for publicity for Artspace and/or Big Fat Smile. Yes No

I give permission for my child's work to be displayed at Artspace. Yes No

I would like to receive information regarding future workshops at Artspace and Big Fat Smile.
 Yes (by email) No

Please read our privacy statement on the following page before signing.

Parent/Guardian Signature: _____ Date: _____



Payment Details

Payment Method: Visa Mastercard Cheque (enclosed)

Expiry Date: _____ CCV: _____

Card Number: _____

Name on Card: _____

Signature: _____

Enrolments will only be confirmed with payment.

Mail, Fax or email Enrolment Form with payment to Big Fat Smile, PO Box 475, Corrimal NSW 2518, or fax to 02 4283 9901 (credit card payments only). Email artspace@bigfatsmile.com.au or pay in person at Big Fat Smile, Level 1, 98 Railway Street, Corrimal.

Cheques should be made payable to Big Fat Smile Group Ltd. Refunds will be given with one (1) week's notice if you need to cancel your attendance. Retain a copy of your completed Registration Form for your records. **Participation in the workshop will be confirmed once registration and payment has been received.** You will be notified if we are unable to provide a place for you in this workshop, or if it is cancelled. Please note your booking will not be confirmed without payment.

Office Use Only:	
Date Received:	Receipt Number:

Please see the reverse of this page for more details about enrolment.

98 Railway St, Corrimal NSW 2518
02 4283 9967
artspace@bigfatsmile.com.au
bigfatsmile.com.au/artspace



Artspace enrolment | Terms and Conditions

Application for enrolment

Request for the application form can be made by contacting our office by phone or email. Applications will be processed in order of receipt of your completed form to our office with places allocated based on availability. In the event of your preferred class being unavailable we will negotiate directly if another day is suitable.

Enrolment agrees to provide art-based sessions by our art tutor on a weekly basis for the duration of the term of nine (9) weeks at the designated session time. An enrolment form is completed for the year.

Privacy

We collect your personal, sensitive and health information to enable us and our third party suppliers to provide education and care products and services to you or to another organisation that we are working with to support you, and to give you information on other services we offer. We are also required by education and care laws to collect some personal (including sensitive) information.

If you do not provide us with this information we may not be able to provide you with our services.

We may collect your information from you, a person authorised to provide this information on your behalf, family member or a third party.

Where you provide us with personal information about another person, you must ensure that you let them know what information you are giving to us and have their consent to do so.

We may disclose your personal information to people or organisations in Australia including our agents and service providers and professional advisors, other individuals you have nominated, health service providers, government agencies or other parties to whom we are authorised or required by law to disclose information. We may also disclose your personal information to another family member where required to deliver education and care services to your child.

We may disclose your information overseas to China, Belgium and the United States of America as part of our ordinary business i.e. cultural exchange program and parent communication tools.

Our privacy policy contains more information about our privacy practices including the use of your personal information and how you may opt out of receiving promotional materials. The policy also details how you may request access to, or correction of, personal information we hold, how you can make a complaint and how we manage such complaints.

You can obtain the latest version of our privacy policy by contacting us or by visiting our website www.bigfatsmile.com.au.

You can also write to our Privacy Officer;

Privacy Officer Big Fat Smile Group Limited

PO BOX 475, Corrimal NSW 2518 or email privacy@bigfatsmile.com.au

By signing this form you:

- authorise us to collect use and disclose your personal information in accordance with our Privacy Policy
- declare that where you have provided personal information about another person, that person has been provided with a copy of this privacy statement.

Missed sessions

In the event the student is unable to attend one (1) session during the term, a written notification from the parent/guardian will facilitate an alternative 'make-up' session being arranged for one of the other class times. Preferably, this notification is made in advance of the absence. Any further absences (e.g. due to serious illness) will require written notification before any credit will be given. Credit can only be given as reservations in the following term. Artspace is committed to provide these sessions on a weekly basis, but in the event that a tutor is unavoidably absent, notification will be made and arrangement for the missed session to be rescheduled.

General

In the event of a session cancellation due to insufficient numbers, every attempt will be made to provide an adequate alternative day. With regard to the morning sessions for pre-schoolers, it is obligatory for the parent/carer to be present for the duration of the class. Parents/carers for children attending after school sessions are advised to deliver and collect their children promptly so that the following class can proceed without delay.