

HOW CAN I PAY FOR COURSES, MEMBERSHIP or ACTIVITIES?

There is the old traditional way:

1. Cash at Enrolment Days
2. Cheque by post to: ComputerPals for Seniors - Newcastle Inc. PO Box 73, Broadmeadow 2292)

And now also:

3. Over the counter at your bank/building society, or
4. On-line banking from your account to the club's account with a "pay anyone" transfer using the details below

The Club's account details are: **Computerpals** with **Newcastle Permanent Building Society** BSB **650000** A/c No. **962205402** with (**important**) **your name & course No.** in the details section (so the Treasurer can identify who sent the payment). There are only a limited number of characters which come through on our bank statement so please use the following protocol in the reference section. Your SURNAME and INITIAL, plus Mb (for membership payment) and C (for course payment) followed by the course number(s). For example if Fred Bloggs was paying his membership renewal and also enrolling for course 29 Q & A and course 36 Windows 10 the reference would be – **F BLOGGS Mb C 29 36** If you are enrolling for multiple courses which will not fit into the allocated reference characters please break it into two or more EFT payments. You will find this method is quick and easy and saves you the time and expense of mailing an explanatory form to our Box number as was required previously.

What are the steps?

COURSES

- a) *First alternative*..... You must confirm there is a vacancy in the **Course** you want to do from the course sheets in the club foyer. If there is a blank space on the course sheet, print your name and phone number.
Next fill in a course form at the club rooms with First Name, Surname, Course, Session, Date, Time, Cost, and your Phone #. There is provision for recording this information twice, keep the top portion for your information, tear off the bottom section and hand it in.
NOTE: Payments can only be made to the Treasurer – Tutors cannot accept payments from you. No cash is kept on the premises.
- b) *Second alternative*..... You can enrol by phone with the Roster Team at Phone: **4961 6576** or by sending them an email: contact@computerpals.org.au
After enrolling
- c) Select your payment method from the 1 – 4 payment choices above.
- d) The Treasurer needs to know how you are paying and what you are paying for.
Click [Here](#) for the on-line "Advice of Payment" form.

MEMBERSHIP (or details changes)

If you are new or your details have changed you need to complete a Membership Application Form. [Click Here](#) to download a form, print it, complete it, and send/deliver it to: ComputerPals for Seniors - Newcastle Inc. PO Box 73, Broadmeadow 2292). Pay and advise by one of the methods above. Don't forget to send/deliver your Membership form.

ACTIVITIES

And again the same for **Activities** where the club has to pay in one amount as a group and we have to collect individual's payment ahead of the event. Follow the instructions above. There is usually an 'Activity Form' link in emails advising about the Activity or on the club's website in the Social article which you should 'click' on and complete.