HOW TO ENROL FOR YOUR NEXT CLASS

Remember Membership is from 1 July to 30 June. Membership is $25 per person (plus $5 joining fee for new members)

1. Ask your tutor what class you should enrol in next as they are the best people to give you advice.

2. When you are sure which class you would like to do check on the course sheets and see if there is a vacancy.

3. If there is a blank space please print your first and last name and phone number clearly so it can be read by the roster officers. It can make our job very difficult when we can't read the names and please don't presume we know your first name. Course registration/payment slips should be nearby. (example below) If there are none there ask a tutor for one or download and print from the web site. Also fill one out for yourself so that you will know when your class will be on. Receipts are not usually sent but if you require one, send a stamped self addressed envelope with your payment.

4. After placing your name on the course sheet, fill out the top part of the enrolment/payment slip, keep it to place on your fridge as a reminder at home, also write details of course(s) in your diary, then

a) send the bottom part filled in with details and payment by cheque to: >>>

Computerpals, PO Box 73 Broadmeadow

b) or go to your bank or building society and deposit to the account below or

c) go online for your internet banking and do a 'Pay Anyone" transfer from your account to: **Computerpals** at NPBS BSB **650000** a/c No. **962205402** IMPORTANT TO **PUT YOUR NAME & COURSE No. IN THE DETAILS SECTION**.

Still send the bottom section of this slip to us so we can marry up the entry on our bank statement. You are then enrolled!

5. If you are unable to do the course you have enrolled/paid for please advise by email to contact@computerpals.org.au or phone **4961 6576** (during business hours) to enable someone else to take your place.

6. Don't forget to keep a lookout on the web site and in the clubroom for upcoming courses: www.computerpals.org.au

For any Course or Membership enquiries/ changes (eg email address) send email to: contact@computerpals.org.au

COURSE FEES MUST BE PAID BEFORE COMMENCEMENT OF THE COURSE

IF YOU CAN'T ATTEND A DAY DURING YOUR COURSE PLEASE JUST TELL THE TUTOR THE FOLLOWING WEEK AS WE HAVE NO WAY TO LET TUTORS KNOW.

First Name	Surname	Course	Course Number	Date	Time	Cost	Phone #

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