

HOW TO ENROL FOR YOUR NEXT CLASS

Remember Membership is from 1st July to 30th June. Membership is \$20 per person.

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 are going to do check in the hall 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.

There should be payment slips in the hall. 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 enrolment form in the club foyer, **fill out the top slip, keep it to place on your fridge as a reminder at home, also write details of course(s) in your diary**, then

Computerpals
PO Box 73
Broadmeadow NSW 2292

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

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 650400 a/c No. 962205402 **IMPORTANT TO PUT YOUR NAME 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 islingtonpals@gmail.com . If you don't have email, phone the Roster Team on 4961 6576 prior to the course to enable someone else to take your place.
6. Don't forget to keep a lookout on the web site and in the hall for upcoming courses:
www.computerpals.org.au

For any Course or Membership enquiries/ changes (eg email address) send email to:

islingtonpals@gmail.com

PAYMENT DUE WITHIN 2 WEEKS WHEN YOU PUT YOUR NAME DOWN FOR A COURSE

HAVE NO WAY TO LET TUTORS KNOW. PLEASE DON'T RING THE SCHOOL

First Name	Surname	Course	Session	Date	Time	Cost	Phone

✂

First Name	Surname	Course	Session	Date	Time	Cost	Phone

(circle one of these)

my cheque is attached

paid in cash

Payment has been made by deposit or direct transfer