

ENROLMENT PROCEDURES

Enrolments for the Autumn term will start on **MONDAY 4 JULY 2011** during the final week of the Summer Term, but we will be unable to process enrolments immediately, so **please allow 2-3 weeks for processing**, after which receipts and confirmation will be despatched. All applications will be kept, and dealt with, in strict order of arrival.

- To enrol:
1. Fill in the enrolment form opposite
 2. Write a cheque for the full amount due to 'BHCA' (**don't forget to include the BHCA membership fee**)
 3. Make out a **stamped, self-addressed envelope** for the return of receipt (or your cheque if class is full)

PLEASE NOTE: We cannot return receipt/confirmation without a SAE.

4. **EITHER:**

Send or deliver your enrolment form, cheque and SAE to:

**ENROLMENTS,
BHCA,
Bedford House, Westbury Road
Buckhurst Hill, IG9 5NW**

OR: (from Monday 4 July)

Hand in your enrolment form (including cheque and SAE) to the Bedford House Office. (*see Office hours on page 2*)

To arrive Monday 4 July onwards

Please note: We cannot accept cash for Autumn Term enrolments except at the personal enrolment evening. We regret that we do not have the facilities for phone, credit or debit card enrolments although we are hoping to introduce these in the near future.

There will be an additional **Personal Enrolment Evening on Monday 12 September from 7.00 to 9.00 at Bedford House.**

BHCA Membership

In addition to class fees, all students must be members of the Buckhurst Hill Community Association. Membership is valid for twelve months from 12 September 2011: Adult: £7.00, Child or Senior Citizen: £3.50 Family: £10.00.

Temporary membership for one-day Workshops only £1.

Unless otherwise stated, all classes will be held for three terms of 10-weeks each at Bedford House and the fee quoted is for one term.

New students enrolling after 12 September 2011 should telephone the office to check availability of places before sending enrolment form/cheque.

BHCA reserves the right to close a class and refund class fees pro rata where numbers do not make it viable to continue. Other refunds can only be made in very exceptional circumstances as BHCA needs to ensure its classes remain viable for those remaining in them.

ENROLMENT FORM 2011-12

PLEASE WRITE IN BLOCK CAPITALS

(if enrolling for a child, please fill in his/her details)

Please return completed form to: **Enrolments, BHCA, Bedford House, Westbury Road, Buckhurst Hill, IG9 5NW** together with a **cheque** made out to BHCA **for the total amount due** and a **stamped, self-addressed envelope** for return of confirmation and receipt, or cheque if class is full.

Surname:	Title:	Date:	
First Names		Age (if under 18):	
Address			
		Post Code:	
E-mail:			
Tel: Day		Tel: Other	
I WISH TO ENROL FOR THE FOLLOWING COURSE(S):			
Subject	Day	Time	Fee
Membership Fees: <i>(For those joining after Easter 2012, membership fees, except for workshops, are halved.)</i>	Adult	£ 7.00	
	Child/Senior Citizen	£ 3.50	
	Family	£10.00	
	Workshops	£ 1.00	
TOTAL: £			

Please indicate below how you heard about our courses:

Recommended by a friend Newspaper/magazine Poster in Library
 Poster in shop window Returning student Internet site Other

Do you require a handout with more details of the course(s)? Yes/No

Do you consider yourself to have a disability or learning difficulty? Yes/No

The information provided above will be stored on our database, but will not be passed to any other parties.

