

# REGISTRATION FORM

EVENING & SATURDAY SCHOOL SEMESTER 1, 2009

National Art School (NAS) courses are very popular. It is advisable to phone first on 02 9339 8745 to ensure that there are vacancies.

## CHECKLIST

- Enrolment accepted with payment only
- Please choose your workshop carefully (refer to refunds and transfer policy as stated in Enrolment Information section of brochure)
- Refer to course listings for fees

COURSE TITLE \_\_\_\_\_ CODE \_\_\_\_\_

Full Course Fee gst inc \$ \_\_\_\_\_

Discount gst inc \$ \_\_\_\_\_

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COURSE TITLE \_\_\_\_\_ CODE \_\_\_\_\_

Full Course Fee gst inc \$ \_\_\_\_\_

Discount gst inc \$ \_\_\_\_\_

TOTAL AMOUNT PAYABLE \$ \_\_\_\_\_

## PERSONAL DETAILS

Title (please circle one) Ms Miss Mrs Mr Dr Other \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ P.Code \_\_\_\_\_

Email \_\_\_\_\_

Home PH \_\_\_\_\_ Business PH \_\_\_\_\_

Mobile PH \_\_\_\_\_ FAX \_\_\_\_\_

**PAYMENT DETAILS** (please tick method of payment) No cash accepted

- Cheque  Visa  Bankcard  Mastercard  Money order  
Cheque/money order payable to National Art School

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ TOTAL AMOUNT PAYABLE \$ \_\_\_\_\_

Signature \_\_\_\_\_

Address for receipt \_\_\_\_\_

## SEND PAYMENT TO

Public Program Enrolments, National Art School  
Forbes St Darlinghurst NSW 2010 or fax to 02 9339 8740

**CONCESSIONS** - To receive a discount, select the appropriate category listed below and provide proof of identity as requested.

## Please tick one category and provide details

Early enrolment registration must be received by NAS by 23 Jan 2009

Short Course participant from the last two years

Semester 1  Semester 2  Summer  Winter

Course title: \_\_\_\_\_ Year: \_\_\_\_\_

Current NAS Undergraduate/Postgraduate student

Student ID No: \_\_\_\_\_

FONAS Member No: \_\_\_\_\_

Approved Centrelink Allowance - attach your concession benefit number and documentation confirming receipt of benefits, such as a photocopy of your Health Care Card \_\_\_\_\_

SMH Subscriber No: \_\_\_\_\_

FOR ADDITIONAL REGISTRATION FORMS: CALL 02 9339 8745

OR EMAIL [nas.publicprograms@det.nsw.edu.au](mailto:nas.publicprograms@det.nsw.edu.au)

OR DOWNLOAD [www.nas.edu.au/CoursesShort.htm](http://www.nas.edu.au/CoursesShort.htm)

## GIFT VOUCHER

Recipient's Name \_\_\_\_\_

Recipient's Address \_\_\_\_\_

## THE FOLLOWING SECTION MUST BE SIGNED BY ALL PARTICIPANTS

By lodging this registration form I accept the enrolment conditions outlined in this NAS Public Programs brochure

Signature \_\_\_\_\_ Date \_\_\_\_\_

(for participants over 16 and under 18 years this must be signed by a parent or guardian)

## COMPLETE AND SIGN THE FOLLOWING SECTIONS IF APPLICABLE

AUTHORITY for 16-18 YEAR OLD APPLICANTS to attend the NAS Public Programs

I \_\_\_\_\_ (parent/guardian) give my

permission for \_\_\_\_\_ (participant) to attend

the following course \_\_\_\_\_

in the NAS Public Programs and attend any excursions off campus and if required, to make artwork from unclad life models

Signature \_\_\_\_\_ Date \_\_\_\_\_

MEDICAL

I wish to notify the NAS of the following existing medical condition or disability

(Please specify) \_\_\_\_\_

\_\_\_\_\_

## ENROLMENT INFORMATION

PLEASE READ CAREFULLY BEFORE ENROLLING.

### REGISTRATION

To enrol in a NAS Public Program it is necessary to complete and sign the registration form and pay the course fee. You are able to register up to the commencement of the program, subject to availability. Enrolments can be made in person, by post, email or fax.

**Fax registrations to:** 02 9339 8740

**Email:** nas.publicprograms@det.nsw.edu.au

**Web:** www.nas.edu.au

#### Mailing address:

Public Programs Enrolments

National Art School

Forbes Street

Darlinghurst NSW 2010

The Public Programs office is located in Building 22 and is open Mon-Fri 9am-5pm.

#### Who can apply?

- Short courses are non award and are available to anyone over the age of 16 years.
- No qualifications are necessary unless specified in the course description.
- For applicants under 18 years of age registration forms must be signed by a parent or guardian.
- Enrolment will not be processed unless the registration form is signed.

#### How to enrol

- Complete and sign the registration form.
- Post, fax, email or hand deliver your registration form with cheque, money order or credit card details. **No cash payments accepted.**
- A position in a course cannot be reserved unless NAS Public Programs receives full payment.
- Enrolment is secured at the time of the receipt of the fee *providing there are positions available in the selected course.*
- It is advisable to phone **02 9339 8745** to check that your registration has been received and to ensure that there are vacancies. Do not assume that by posting or faxing an application you are automatically enrolled in a course.

**Course fees:** Refer to the course descriptions for costs of particular courses.

### CONCESSIONS & DISCOUNTS

**Early Enrolment:** Register before the early enrolment date stated in the course description to receive a 10% discount on the course fee.

**Special Discounts:** A 10% discount is available up to commencement of the program if: you have participated in a NAS short course in the last two years, you are a current NAS undergraduate or postgraduate student, you are a FONAS member, you are receiving an approved Centrelink allowance or pension or you are a SMH subscriber. You must provide proof of status on the registration form.

## ENROLMENT POLICIES

### Refunds

- You may request to withdraw from a course up to 10 working days prior to the commencement of a course. You cannot receive a refund if you withdraw after this time.
- Requests for refunds must be made in writing to Public Programs Enrolments.
- You will be charged a \$50 administrative fee if you cancel your registration.

### Transfers

- You may request to transfer from a course up to the commencement of a course.
- Requests for transfers must be made in writing to Public Programs Enrolments.
- You will be charged a \$50 administrative fee if you transfer your course selection.

**Absences:** There are no refunds or transfers if you miss a class. The National Art School cannot accept responsibility for changes in your personal or work circumstances.

**What do I bring?** Art materials are not supplied unless stated in the course description. Once we confirm your course, we will send an information pack that includes a materials list of items to bring.

**Course cancellation:** Payment of fees does not guarantee enrolment in a course. The National Art School reserves the right to cancel or postpone any course due to under-enrolment. In this case, you will receive a full refund or credit transfer note. The National Art School reserves the right to amend any course, schedule, location or tutor listed in the brochure before or during the course.

**Student misconduct:** All participants are required to comply with the National Art School Student Code of Conduct. See Student Info at [www.nas.edu.au](http://www.nas.edu.au)

**Occupational Health & Safety:** The National Art School abides by Department of Education and Training policy on equity and access. Public Programs policy is available at NAS Customer Service. Students must comply with the health and safety regulations provided by each department.

Please note that on the registration form you are required to notify the National Art School of any existing medical condition or disability that may affect your participation in a course.

**Privacy:** The information supplied to the National Art School is required to manage your enrolment and participation. The National Art School will also use the information to notify you of future courses and events. No personal information will be disclosed outside the National Art School without your expressed consent, except where required by law.

**Parking:** Metered parking is available on Forbes St and Darlinghurst Rd. Parking on campus is strictly limited and at the discretion of NAS Security. If you have special parking needs please contact NAS Public Programs prior to the start of the course.