



The Victorian Feltmakers Inc

Victoria, Australia

General Workshop Information

Venue	Workshops are usually held at Hartwell Church of Christ Hall, 248 Highfield Road, Hartwell, VIC, 3124 (corner of Highfield Rd and Milverton St, Hartwell) (Melways 60 E5). As indicated on the workshop schedule alternative venues may be used. For a map link and directions contact Ros Bint.
Enrolment Contact:	The Victorian Feltmakers Inc., Workshop Booking Officer Ros Bint, 3 Turnbull Grove, Northcote, VIC. 3070 Email: rosbint@gmail.com Ph: 03 9481 7542
How to Enrol & Payment	<p>To register:</p> <p><u>Step 1:</u> To register your participation in a workshop, complete Workshop Enrolment Form-Part 1 and send to Ros Bint. Can be posted, phoned or emailed. When posting remember to include a business-sized (DL) SSAE so the receipt and workshop requirements list can be mailed back to you.</p> <p><u>Step 2:</u> Please wait for confirmation of your enrolment in that particular workshop before sending through your fee payment. Note: Heavily subscribed classes may be subject to a ballot.</p> <p><u>Step 3:</u> You will receive confirmation your enrolment has been processed. Now complete Workshop Enrolment Form-Part 2 and send with the full payment for the workshop/s to Ros Bint. Can be posted, phoned or emailed. The deadline for payments is one month prior to the workshop date. Enrolment will be cancelled where full payment is not made by this date.</p> <p>Payments can be made by</p> <ul style="list-style-type: none">• Cash - paid to Ros at a meeting.• Cheque/money order made out to Victorian Feltmakers Inc.• By direct deposit/internet transfer to the account as follows: Bank: Westpac - Richmond South Account Name: The Victorian Feltmakers Inc BSB: 033120 Account No: 111910 Please put part of your name and wksp as reference <p>If paying via internet transfer/direct deposit please advise Ros Bint via email/phone as to when the payment has been made or forward Workshop Enrolment Form-Part 2 including date of payment.</p>

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Enrolment Cancellation	A cancellation fee of \$40.00 will be levied if a student withdraws from a workshop less than four weeks before the workshop, unless there are exceptional circumstances.
Workshop Cancellation	A workshop may be cancelled up to one week prior to the advertised date if there are insufficient enrolments In this case all enrolment fees paid will be refunded.
Feedback / Tutor Contact	To provide feedback on our workshop schedule or to express interest in teaching in our program contact the Workshop Coordinator: Sandra Buchanan Ph: 9833 4511 Mobile: 0416 267 068 Email: sandybuchanan@optusnet.com.au



The Victorian Feltmakers Inc
Victoria, Australia

Workshop Enrolment Form-Part 1

Name (print clearly):

Postal Address:

Home Telephone: Mobile:

Email Address:

Please enrol me in the following Workshops: **Fee: \$**

-
-
-
-
-
-

Please tick : I am currently: a VFI member Not a VFI member **Total**

In case of emergency

Emergency contact:.....and phone number.....

Emergency contacts relationship to me (Example: Husband).....

Signed:.....

Date:.....



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Victoria, Australia

Workshop Enrolment Form-Part 2

Payment of fees for workshops I am enrolled in

Name (print clearly):

Postal Address:

Home Telephone: Mobile:

Email Address:

Which workshops being paid for:	Fee : \$
•
•
•
•
•
•

Remittance Total \$.....

I have (Please tick):

- enclosed the full amount (cheque/money order) payable to the Victorian Feltmakers
- enclosed a SSAE (*Stamped Self Addressed Envelope*) to receive my receipt & workshop requirements list
- paid the full amount directly into the Victorian Feltmakers Bank Account.

Date payment made:/...../..... Payment reference:.....

agreed to receive my receipt and workshop requirements list by email. (Make sure you have included email address for this purpose.)

I understand that I am participating in the workshop at my own risk and I understand that the workshop may be cancelled up to one week before the advertised date, if there are insufficient enrolments.

We can only enjoy these wonderful workshops with the combined support of all participants help with setting up and packing/cleaning up. Please come along willing to lend a hand.

Signed,
The Workshop Team