



**LITTLE FISHES**  
Swim School

**PARENT DETAILS**

**ENROLMENT FORM**

TITLE (Mr, Mrs, Miss, Ms)	
GIVEN NAME	
SURNAME	
CONTACT NUMBER (HOME)	
CONTACT NUMBER (MOBILE)	
ADDRESS	
E-MAIL ADDRESS (please print clearly)	

**STUDENT DETAILS**

STUDENT NAME	DATE OF BIRTH	GENDER	MEDICAL CONDITIONS

**EMERGENCY CONTACT**

EMERGENCY CONTACT (different to above)	NAME:	MOB:
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**FEES:** \$68.00 for 4 weeks of lessons (1 lesson per week) We will direct debit every 4 weeks in advance.

If there are three sibling attending lessons, there will be a 15% saving on the fees for all three children.

**FEES ARE PAID BY DIRECT DEBIT ONLY:** Fees are deducted the first business day of each month by Credit Card or Bank Account. **There is a \$3.50 processing fee (Per Family) for the ease of the Direct Debit System which is compulsory.**

**MAKE-UP LESSONS:** Everyone loves a holiday and we know kids can get a little sick now and then. Each child will have ten Make-up lessons in a Calendar year. This will be from the start of lessons in January to the end of lessons in December. When you do not turn up for the make-up lesson it will be recorded down as one of your 10 make-up lessons. Please call in the 24 hours before your required make-up lesson time. We do keep to our small class ratios here so the make-up lesson will be subject to availability.

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OFFICE USE ONLY

Entered by: \_\_\_\_\_ DATE: \_\_\_\_\_

Payment taken: yes / no (please circle)

Scan card: yes / no (please circle)

Registration pack given: yes / no (please circle)

Terms & Conditions signed: yes / no (please circle)

Direct Debit filled/signed: yes / no (please circle)



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**littlefishesswimschool.com.au**

8 Florence Street, Oakhurst, 2761

Ph: 9625 0701 Fax: 96256789 Email: admin@littlefishesswimschool.com.au



# LITTLE FISHES

## Swim School

### TERMS AND CONDITIONS

#### 1. New Enrolments

Forms to be completed and signed

- a. Enrolment Form
- b. Direct Debit Details
- c. Term & conditions

#### 2. Payment

A registration fee of \$25.00 will be charged. A student will receive a Happy Nappy or goggles and a cap on receipt of this payment. Payments are made from an approved credit card or bank account. The amount is debited from your nominated credit card or bank account on the first of every month.

A pro rata amount will be calculated from the date you book until the next direct debit run. This amount along with the registration fee will need to be paid in person by cash or by Eftpos.

#### 3. Terms

Direct Debit bookings are ongoing. Your account will continue to be debited every 4 weeks until an amendment form has been completed and signed with notice of cancellation. Cancellations need to be given one month in advance. If bookings are not cancelled one-month prior, you will lose the payment for the remainder of the month.

#### 4. Cancellation/Cessation of Lessons

Notification of cancellation must be provided by filling out a Cancellation Form in the Centre. The Only way a Direct Debit can be stopped is by filling out this form in person. This needs to be provided 1 month prior to a scheduled debit, or the following months fees will be deducted. If the nominated credit card or bank account has been cancelled, expired or has no credit, a \$15 rejection fee will be charged on top of the remaining balance that needs to be debited. This fee must be paid in person by cash or eftpos, where your nominated account must be updated or changed so your debits can continue to work. If lessons are cancelled and you return you will need to pay the \$25.00 registration fee.

#### 5. Failed Payments

If the bank rejects a transaction an alternative payment must be made. Failed payments remain due and payable.

A \$15 rejection fee will apply and be charged in addition to the remaining balance that needs to be debited. This fee must be paid in person by cash or eftpos, where your nominated account must be updated or changed so your debits can continue to work.

#### 6. Non Transferable

Bookings are non transferable to other people and can not be converted to other products or services.

#### 7. Swim School Scan Cards

Swim school scan cards must be presented to customer service on entry to

the Centre. Each person enrolled will be issued a card. This will record the attendance of the card user. A \$1.00 fee will be issued for the replacement of lost or damaged cards.

#### 8. Changes to Swim School bookings

All changes to bookings must be made and signed in person on the appropriate form to ensure confidentiality of account details and accuracy of records. All changes of debit details must be given with seven days notice prior to the next scheduled debit.

#### 9. Price Increase and Future Changes

You will be notified at least one month in advance of any payment increases or changes in the terms and conditions of your swim school booking.

#### 10. Request for Class Change

While every effort is made to accommodate requests for change, it is dependent on the availability of vacancies and no guarantee can be given to accommodate requests.

#### 11. Make up lessons

Ten make up lessons are available per child per year. No documentation is required. Make-up lessons can only be issued if you have notified us of your absence prior to the lesson commencing. Make up lessons are subject to availability and can only be booked up to 24 hours prior. Make up lessons cannot be cancelled or used as credit towards your next month's fees. Make-up lessons are not transferable to siblings in the same family. Makeup Lessons are only valid while the booking is current; if you cancel your position your Makeup Lessons are forfeited.

#### 12. Holidays/Public Holidays/Holiday Intensive

Classes are run on a monthly schedule and we do not close over school holidays. There is a 3-week holiday period over Christmas. Holiday Intensive program will run during School Holidays and January. There are no classes on public holidays. Details and dates of holidays and holiday intensive programs will be provided 2 months prior.

#### 13. Swimming Attire

All students under 3, whether or not they are toilet trained must wear a **Happy Nappy** whilst in the pool during their lesson. Under 3 years are provided with a Happy Nappy and older children are provided with a Latex cap and goggles upon receipt of the Registration Fee. Swim caps are recommended to be worn at all times.

I, \_\_\_\_\_ hereby agree to accept all the terms and conditions outlined to me in the above document.

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

#### Privacy Statement

The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to enrol into learn to swim lessons. Information such as medical details are required to assist in accommodating the individuals needs and abilities



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