

## Rottingdean Whiteway Centre

### Enrolment

You can enrol either by completing and submitting the online enrolment form at [www.rwc.org.uk](http://www.rwc.org.uk) or by completing and sending us this paper enrolment form. Further copies of this form are available at the Whiteway Centre.

Completed forms may be deposited in the white mailbox at the Centre or posted to the Education Officer, Rottingdean Whiteway Centre, Whiteway Lane, Rottingdean BN2 7HB; a receipt will only be sent if a stamped addressed envelope is included. **Please see over for how to pay course fees.**

Please note that courses may have to be withdrawn if there is insufficient enrolment; for that reason, early enrolment is urged, but cheques will not be banked until the course has begun. Fees will be refunded only if a course is cancelled by the Adult Education Organisers or if received after a course is already full.

Enquiries: [rwcinformation@gmail.com](mailto:rwcinformation@gmail.com) or 07913 753 493

#### Please enter your details below

Course Title.....

Day of the Week ..... Course Code.....

Your Name.....

Address .....

Telephone  
(day/evening).....

Email address .....

**I wish to enrol for: 1 term – 2 terms** (please underline as applicable)

**I have made payment by: BACS - cheque - cash** (please underline as applicable)

Signed ..... Date .....

**N.B. Please attend the first meeting of your class unless you hear to the contrary**

**Data Protection.** Personal details given on this form will only be used to manage your enrolment. Our full Data Protection Policy can be viewed at [www.rwc.org.uk](http://www.rwc.org.uk) or at the Centre.

## Rottingdean Whiteway Centre

### Payment of Course Fees

Your enrolment will only be completed when we have received the appropriate course fee, which can be paid by BACS or Faster Payments, by cheque or by cash. **Course fees are stated above each course description in the prospectus.** Costs of field trips and course materials are not included in the course fees.

#### Payment by BACS or Faster Payments

Whether you are enrolling online or by completing a paper form, you can pay the course fee by BACS or Faster Payments. These free and simple methods are cheaper and easier for us to manage than cheque payments. You can make a transfer to us through internet or telephone banking, at your bank, or at many ATMs. All you need are our bank details:

**Account Name: Rottingdean Whiteway Centre**

**Sort Code: 40-52-40**

**Account Number: 00026570**

**You should include a reference so that we can match your payment to your enrolment. Please use the Course Code in the prospectus (listed next to each Course Title) and add your initials to this.**

If a course has to be cancelled, a reverse transfer will be made immediately in your favour.

#### Payment by Cheque

If enrolling by completing this form, you should enclose the cheque with it in an envelope. Cheques should be made payable to “**Rottingdean Whiteway Centre**” and either deposited in the white “RWC Courses” mailbox in the Centre or posted to the Education Officer, Rottingdean Whiteway Centre, Whiteway Lane, Rottingdean BN2 7HB.

**Please write the course title on the reverse of your cheque.** A receipt will only be sent if you enclose a stamped addressed envelope. Cheques will not be banked until courses have started.

#### Payment by Cash

If you wish to pay by cash, you must complete ~~this~~ enrolment form and place it with the cash in a ~~secure~~ envelope addressed to the Education Officer and deposited in the white “RWC Courses” mailbox in the Centre. A receipt will only be sent if you enclose a stamped addressed envelope.

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