

PAYMENT & REFUND POLICY



ENROLMENTS

- Enrolments can only be confirmed by payment of the full-term fee being received.
- Enrolments open two weeks prior to the commencement of each term.
- Get in early as classes fill quickly!

FEE PAYMENT OPTIONS

1. Direct bank transfer details (DBT/EFT): *preferred option*

Account name: UCA Heathmont Parish
BSB: 633 000
Account number: 138 844 808
Reference code: Class code, full name & phone number.

2. **Cash payments:** Please place money in a marked envelope (class code, full name and phone number) and drop it into the Church Office/CLC Mailbox.
3. **Cheques:** Should be made out to 'Heathmont Uniting Church.' Please place cheque in a marked envelope (class code, full name and phone number) and drop it into the Church Office/CLC Mailbox.

RECEIPTS

Receipts are only issued for term payments made with cash or cheque. Receipts for DBT/EFT payments can be requested from the CLC Treasurer, email: hucclc89.accts@gmail.com

REFUNDS

If there are insufficient numbers to start a class, or for reasons beyond our control a class does not proceed, full refunds will be given. If you withdraw after the commencement of a course, any refund requested will be at the discretion of the CLC committee. No refund is available after the class has started except in exceptional circumstances.

PLEASE NOTE

- We do not offer a casual/weekly payment option.
- We do not have card facilities.
- No refund will be given for classes you have missed unless approved by CLC Committee.
- Refunds need to be resolved in the current term and not carried over for later reimbursement.
- For participants experiencing financial difficulties, please contact the CLC Treasurer by email at hucclc89.accts@gmail.com or the CLC Coordinator by phone on 0437 758 281.