

Rottingdean Whiteway Centre

Enrolment

Completed forms, together with cheques (made payable to “Rottingdean Whiteway Centre”) 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 make separate payment for each course, and write the course title on the reverse of your cheque.** We regret that there is no facility for paying by credit or debit card, but we now welcome payment by BACS (see over) which is easier and cheaper for us to manage. **If you pay the fee by BACS, you must still either complete and send us this form, or send us an email (see over for required information), so that your payment can be properly identified and your enrolment recorded.**

Further copies of this form are available at the Whiteway Centre or can be downloaded from our website (rwc.org.uk).

Please note that courses may have to be withdrawn if there is insufficient enrolment; for that reason, early enrolment is urged, but cheques will not be banked until the course has begun.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.

Enquiries: 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 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

Rottingdean Whiteway Centre

Payment by BACS (Bankers Automated Clearing Services)

You can now pay your course fees direct to our bank account using a single payment transfer. This is simpler than writing cheques and easier for us to manage. Transfers take no more than three working days. 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 know your payment has arrived. Please use the Course Code in the prospectus (listed next to the Course title) and add your initials to this.

You can make a single transfer to us through

- **Internet banking**
- **Telephone banking**
- **At your bank counter**
- **At many ATMs**

Single payment transfers are safe and free to use. Please remember that each course payment must be made separately with its unique code, together with your initials.

But, so that your BACS payment can be properly identified and your enrolment recorded, you MUST also either send us your completed enrolment form, or send an email to rwcinformation@gmail.com with the course code and title in the subject line, and your name, home and email addresses, and contact phone number(s) in the email.

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

Enquiries: rwcinformation@gmail.com or 07913 753 493

We are grateful for your co-operation in implementing this labour-saving method of payment.

THANK YOU