

Rottingdean Whiteway Centre

Enrolment for Summer Workshops

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). **If you pay the fee by BACS, you must still complete and send us this form so that your payment can be properly identified.**

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

Please note that workshops may have to be withdrawn if there is insufficient enrolment; for that reason, early enrolment is urged. Fees will be refunded ONLY if a course is cancelled by the Adult Education Organisers.

Please enter your details below

Workshop Code and Title

Workshop Date

Your name.....

Address

.....

Telephone (day/evening).....

Email address

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

Signed

Date

N.B. Assume your enrolment has been successful and the workshop will run 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 up to 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 Workshop Code (listed next to the Workshop 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 workshop payment must be made separately with its unique code, together with your initials. **But you need also to send us your completed enrolment form, so that your payment can be properly identified.**

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

Our details will be saved, so that next time you enrol for a course you can just enter the amount and reference.

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

THANK YOU