



## ENROLMENT INFORMATION

This form should be completed by the parent, guardian or carer of all participants who are under the age of 18 and have enrolled in an AFTRS Open School Holiday short course.

The last two pages of this form should be posted, faxed or scanned/emailed to:

Address: AFTRS Open  
PO Box 2286  
Strawberry Hills 2012

Fax Number: 02 9357 3781

Email Address: open@aftrs.edu.au

### General Information

All AFTRS tutors are skilled professionals and have been screened by The NSW Commission for Children and Young People, or its equivalent interstate, to ensure they meet with all legal requirements pertaining to **'Working with Children'**.

Participants should supply their own lunch, drinks, morning and afternoon tea. AFTRS asks that participants **do not bring or consume any nut products** on the days they attend AFTRS.

Participants should wear comfortable clothes and **must wear enclosed shoes** (high heels, thongs and sandals are not allowed in studio environments under AFTRS safety guidelines). All participants should bring a jumper as studio environments are often cold. Participants undertaking a visual effects course or those courses involving 'green screens' should avoid green clothing unless advised by their tutor. Special clothing requirements will be advised on a course by course basis.

All course participants who attend a course in its entirety will receive a **Certificate of Attendance** at the end of the course.

Unless public or parent screenings have been programmed as part of the course AFTRS does not allow carers or friends to **observe** the course. This gives young people the freedom to learn without the pressure of observation.

**Interstate and international visitors** are encouraged to contact AFTRS Open to confirm that their chosen course is going ahead before incurring travel and accommodation expenses.

### Conditions of Enrolment

AFTRS open has the right to **exclude a participant**:

- if the participant is under 18 and has not submitted a *School Holiday Under 18 Consent Form* signed by a parent/guardian or carer.
- if the participant breaches any AFTRS Open policy (please review on our website: <http://www.open.aftrs.edu.au/page/25>).
- if course fees have not been paid.
- as permitted by law or if the participant is continually late or disruptive (under these circumstances, no refund will be offered).

AFTRS provides **supervision during course hours only**. Parents/guardians/carers are responsible for informing AFTRS of:

- Any access restrictions relating to a participant, such as those imposed by a court order.

- Any arrangements made to collect a participant.

**AFTRS will release children to the nominated parent's/guardian's/carer's care only, unless prior arrangements have been made.**

**9 to 12 year old participants** are to be signed in and out by parents/carers at the beginning and end of the day. These participants are not to leave the premises under any circumstances (except in an emergency and at this time will follow emergency procedures).

**13 to 17 year old participants** are to be signed in and out by parents/carers/guardians at the beginning and end of the day **unless** their parent/carer/guardian grants consent, on the form below, for them to make their own way to and from the course premises and to sign themselves in and out. It is the parent's/guardian's/carer's responsibility to organise this. Participants between the ages of 13 & 17 can also leave the course premises to buy their lunch if their parent/carer/guardian grants consent on the form below. Participants with this consent will sign out and sign back in on their return.

Parents/guardians/carers must advise AFTRS on the attached form of **any medical or allergic conditions** or other special (including behavioural) conditions the participant may have and **any reasonable accommodations** they may require. AFTRS has no specialised medical practitioner on site and will contact the nearest hospital in the event of an emergency. **Medical costs** incurred, including ambulances, will be borne by the participant or their parent/guardian/carer. AFTRS can take no responsibility for administering medication during a course.

**AFTRS may photograph, film or record participants** during course activities and use these photos or recordings for promotional, advertising, archival and accountability purposes. AFTRS will not identify a participant by their full name without express permission of their parent/guardian/carer.

**DVDs, CDs or digital copies** of participants' work are not provided unless clearly stated in the course outline.

Participants should familiarise themselves with **copyright laws** prior to posting any material on Youtube or other websites. They should ensure they do not violate any copyright law. For further information visit: [www.copyright.org.au](http://www.copyright.org.au)

Participants may not make recordings of any activities at AFTRS unless instructed by a tutor.

**Please complete, sign and return the following two pages of this form to AFTRS Open prior to commencement of the course.**

# PARTICIPANT INFORMATION



Please complete and return to AFTRS Open

### Participant:

First Name:

Last Name:

Date of Birth:

Male  Female  Mobile:

### Parent/Guardian/Carer:

First Name:

Last Name:

Address:

Postcode:  State:

Day Phone: (  )  Mobile:

Email:

### Course Details:

Course Name:

Course Date/s:

### Emergency Contacts (2 contacts required):

Name	Contact Number	Relationship to Child
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick the box if your child has any of the following:

- Allergies (please indicate)
- Epilepsy
- Asthma
- Dyslexia
- ADD or ADHD
- Autism Spectrum Disorders such as Asperger
- Mobility Issues
- Medication: *please advise us if your child needs to take any medication whilst at AFTRS & requires supervision*
- Other condition (please indicate)



## CONSENT

Please complete and return to AFTRS Open

I, , am the  
parent/guardian/carer of  
(parent's/guardian's/carer's name)

and I have read and understood all  
(child's name)

the enrolment questions, answers and terms for the course and agree to comply with these terms and to ensure that my child complies with these terms.

**I consent to:**

- my child attending the course.
- my child being excluded from the course if any of AFTRS policies are breached.
- AFTRS arranging for medical, dental, ambulance or hospital assistance in an emergency.
- AFTRS disclosing medical and other information about my child in an emergency.
- paying for all costs arising from any such emergency.
- AFTRS photographing, filming or recording my child (whether individually or in groups) while he or she is taking part in the course. (AFTRS may only use these for its own educational, promotional, reporting or archival purposes).
- my child viewing PG rated material if they are under 15 years old.
- my child viewing MA15+ material if they are 15, 16 or 17 years old.

**I agree that:**

- AFTRS collects, uses, discloses, stores and corrects personal information about me and my child according to the Commonwealth Information Privacy Principles (under the Privacy Act 1988 (Cth)).
- I have advised AFTRS of any medical or other health concerns about my child.
- I have advised AFTRS of any access restrictions relating to my child including under court orders, and of collection arrangements for my child.
- in booking into an AFTRS Open Program course, participants (or their parents/carers/guardians) acknowledge that AFTRS activities are physical and may involve the risk of accidents occurring.
- AFTRS, its staff, contractors and any volunteers are not responsible for any loss or damage to any personal possessions that my child brings to the course.
- AFTRS provides supervision during course hours only.

**I AGREE TO THE ABOVE TERMS AND CONDITIONS**

Signed

Date

I GRANT PERMISSION FOR MY CHILD TO **LEAVE THE PREMISES TO BUY LUNCH (13 TO 17 ONLY)**  
AND TO **SIGN IN AND OUT OF THE COURSE (13 TO 17 ONLY)**

Signed

Date

I GRANT PERMISSION FOR THE FOLLOWING **ALTERNATE COLLECTION ARRANGEMENTS** FOR MY CHILD