

Course Name:	Total class hours:	No. weeks:
Start Date:	End Date:	Start Time 11.30, 12noon, 2.30, Course Fee: \$
Tutor:	Phone:	Travel in km. daily: **
Assistant:	Phone:	Travel in km. daily: **

--- Attendance: ---

Student Names:	M/ship Number:	Fee Paid:	Phone	E-mail address:	Wk 1	Wk 2	wk3	wk4	Confirmation of enrolment. Student to sign

- Include names, membership numbers, contact phone numbers and email addresses. Detail course fee payments.
- Indicate student attendance for each class by a tick in the relevant weekly column. Where a student is absent ensure that an ‘a’ is included instead.
- Return this form to the relevant folder in the tray provided on the tutor desk.
- ** Where the tutor or the assistant requires payment for travel to class please include the daily return distance in the space provided above. The rate is currently 50c per km but with a maximum cap of 20 km total per class session, ie \$10.
- **On the last class day the tutor to confirm as below:**
I confirm that the above attendance record is accurate and correct.

Tutor Signature:

Date: