

Course Name:		Total class hours:		No. weeks:	
Start Date	End Date:	Start Time: 9.30am, 12noon, or 2.30pm		Course Fee:	
Tutor:	Phone:	Indicate if course is new <input type="checkbox"/>			
Assistant 1:	Phone:	W1	W2	W3	W4
Assistant 2:	Phone:	W1	W2	W3	W4
Assistant 3:	Phone:	W1	W2	W3	W4

----- **Attendance:** -----

Student Names:	M/ship Number:	Fee Paid:	Phone Number:	E-mail address:	wk 1	wk 2	wk 3	wk 4	I confirm enrolment in this course. Add signature.

- 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.
- **FINALLY on the last class day the tutor to confirm as below:**
I confirm that the above enrolment and attendance records are accurate and correct.

Tutor: **Signature:** _____ **Date:** _____