Important Information Regarding
The "Winter School" Lectures 2019

Enclosed is some important information regarding the "Winter School" lectures that are being held during the July school holidays. **Please read this entire document carefully.**

important

- In case of unforeseen circumstances requiring a theatre change, or the postponement of a lecture due to an emergency or teacher illness, please check your email or our program updates page **(www.tsfx.com.au/programupdates)** before leaving home each day.
- It is a condition of enrolment that educators make themselves known before attending our lectures. If you are a teacher or tutor, please contact our office to obtain an "Authorisation Pass". Mature age students will be required to show that they are enrolled at a school or provider of VCE studies when they register on the day of each lecture.

What Lecture(s) Have I Been Enrolled Into & Where Are They Being Held?

Please refer to the email confirming your enrolment for lecture details and times. Theatre details have been provided on the last page of this document.

Directional signs will be placed around the building(s) being used, to make it easier for you to locate your allocated theatre(s).

What Do I Do Once I Get There?

- Please proceed to **our** registration desk and present the number that's located in the top right hand corner of your **confirmation email**.
- Please ensure that you have your **confirmation email** in **YOUR HAND** before it's your turn to register. This will ensure that queues move quickly and that lectures start on time.
- If you're unable to present your **confirmation email**, you will be required to show photo ID that will enable us to verify your enrolment.
- Once you've collected your copy of the lecture notes, please make your way to the relevant theatre. Please do not congest the foyer.
- Registration will commence 45 minutes prior to the commencement of each lecture. Please arrive **at least 20 minutes** before your lecture is due to start. Once a lecture is in progress, students will **ONLY** be admitted into the theatre in 10 – 15 minute intervals.

VIC: Level 3, 99 William Street, Melbourne VIC 3000
Phone: (03) 9663 3311 Fax: (03) 9663 3939

www.tsfx.com.au
admin@tsfx.com.au

NSW: PO Box r1407, Royal Exchange, Sydney NSW 1225
Phone: 1300 364 173 Fax: 1300 364 065

What Should I Bring With Me?

Please don't forget to bring your **Confirmation Email** or photo ID.

Please bring the following items with you on each day:

- Lunch/snacks and drinks if you are attending a lecture on a Saturday or Sunday. There are a variety of cafes open in and around each lecture venue on weekdays.
- Paper, pens, highlighters, and where applicable, your calculator.
- A **light jacket or jumper** (some theatres tend to get quite cool) and your brain!

Can My Friends Turn Up Without Booking and Enrol on the Day?

Your friends are welcome to enrol on the day of a lecture under the following conditions:

- They will not be able to attend the lecture if it has booked out and there are no spare seats in the theatre.
- The notes that we hand out to students are expensive to produce, so we usually don't print more copies than what's required. If there are no spare copies of notes available, but there are places available, your friends are welcome to enrol and attend the lecture, as long as they're happy to have their notes posted to them.
- Note that payments on the day of a lecture must be in the form of **CASH** or **MONEY ORDER** (from Australia Post).

What Should I Do if I Can't Attend?

- You may collect the notes that correspond to your missed lecture(s) from our office **after** each enrolled lecture. Note that our office hours are between 10am and 5pm, Monday to Friday.
- If you would like us to send you the notes that correspond to your missed lecture(s), please call our office on 9663 3311. A $10 postage and handling fee applies. Notes will be sent to students **after** each enrolled lecture.

Miscellaneous Points

- Some lectures may not finish on time. Please allow up to 15 minutes after the advertised finishing time. If you do need to leave before the end of a lecture, please exit the theatre quietly and at your convenience.
- The use of recording devices is **STRICTLY PROHIBITED**. Recording devices interfere with the microphones and send loud, high-pitched sounds throughout the theatre. Furthermore, recording without the lecturer's permission is **ILLEGAL**. Students caught recording will be asked to leave the theatre, and will have all lecture materials confiscated. NO refunds will be issued if this occurs.
- TSFX has exclusive rights to the materials that are distributed during the lectures. Any reproduction (including photocopying) of the whole or part of these documents constitutes an infringement of copyright.
- TSFX will take no responsibility for incorrect subject enrolments on the day of each lecture. To avoid problems on the day, you should contact our office before your first lecture to report any errors in your enrolment. If you're unable to contact our office, please attend the lecture(s) that you believe you should be enrolled in, and explain your situation to our staff at our registration desk(s).
- Cancellations requested prior to the closing date (three business days prior to the first enrolled lecture) will incur a $10 service charge per subject. Refunds will only be accepted in writing, and will be issued after the conclusion of the lecture program. Refunds will not be issued for cancellations requested after the closing date.

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