

# APPLICATION FOR THE ONLINE MARRIAGE PREPARATION COURSE

Syro-Malabar Eparchy of St. Thomas the Apostle Melbourne, Australia

Name and Surname:	House name:
Date of Birth:	Place of Birth:
Diocese in India:	Parish in India:
Gender:	Occupation: Education:
Mobile:	E-mail:
Residential address in Australia:	Address in India:
Date of marriage (if confirmed):	
Father's name:	
Mother's name:	Parish of Wedding
Name and Address of the Syro Malabar Community(parish) In Australia you belong to:	Native Parish Address:
Name of Parish Priest:	
Proposed Spouse:	His/her parish:

## **IMPORTANT INFORMATION FOR PARTICIPANTS:**

***Course Details*** : Online via **Zoom**. Participants **MUST** attend all sessions on all 3 days to get course certificate. The course certificate is valid for a period of 2 years. There will be an online evaluation at the end of the course.

***Dates and Timings***: **Thur 5<sup>th</sup> & Fri 6<sup>th</sup> Aug 7pm to 10pm(AEST) and Sat 7<sup>th</sup> Aug 8am to 2pm (AEST).**

### **Registration details:**

***\*Please transfer reg fees \$200.00 to the following, Account Name: The Syro Malabar Eparchy of Family Apostolate BSB: 083347; Account number: 232 865 310.***

***Those who would like to participate may complete the application form and make full payment ( with Ref: **MPC YOUR NAME**) before 31<sup>st</sup> July 2021. Email your completed application form, a digital passport size colour photo and proof of payment to below email: [office.familyapostolate@syromalabar.org.au](mailto:office.familyapostolate@syromalabar.org.au)***

### **Cancellation and Refund Terms and Conditions:**

#### **Registration Cancellation by Participant:**

All cancellations of MPC registrations must be made in writing to via email to [office.familyapostolate@syromalabar.org.au](mailto:office.familyapostolate@syromalabar.org.au) for processing.

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- Cancellations prior to 3<sup>rd</sup> August 11:59 pm will incur an administration fee of \$50 for each registrant. Remaining amount will be refunded to your bank account within 30 days of notification.
- Cancellations received after the stated deadline of 3<sup>rd</sup> August 11:59 pm will not be eligible for a refund.
- Refunds will not be available for registrants who choose not to attend an event.
- Cancellations will be accepted via email and must be received by the stated cancellation deadline.
- All refund requests must be made by the attendee with their bank account details.

### **MPC Course cancellation by Dept of family Apostolate:**

- Dept of family Apostolate reserves the right to cancel a course due to low enrolment or other circumstances which would make the event non-viable.
- If Dept of family Apostolate cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of a course, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

### **Zoom online meeting etiquette;**

- Your video should be always ON.
- Each participant should log in separately.
- Recording of Zoom sessions are not allowed.
- Be on time & in a quiet place.
- Default to 'camera on'
- Mute when you are not speaking.
- Make the call window full screen.
- Wear headphones for better quality
- Light and frame your video appropriately.
- Wear appropriate clothing

### **DECLARATION AND CONSENT TO OBTAIN PERSONAL INFORMATION**

I, \_\_\_\_\_ hereby acknowledge that any information provided by me on this Form, may be taken into account and will be used by the Syro-Malabar Australia for the purpose of the anticipated marriage.

I also hereby agree to all the above terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For course enquiries contact: Santhosh Jose, Secretary, Dept of family Apostolate on Mob : 0423 450 768**