



Nature Care College

Application for Enrolment: Short Courses and Continuing Professional Education Courses

Entry Requirements

No previous knowledge is required for Short Courses, and you are welcome to enrol if you are 18 years and over. Some Short/CPE Courses may have pre-requisites, please check the website for further details.

Entry Requirements for Short Courses

You are welcome to enrol if you are 18 years and over. Applicants must satisfy any required pre-requisites if applicable.

How to Enrol:

- You can enrol & pay on-line at www.naturecare.com.au
- Or enrol by emailing this completed enrolment form to info@naturecare.com.au
- Or you can enrol over the telephone with Student & Learning Services on 02 8423 8333
- Full payment is due upon enrolment for Short Courses and CPE courses.
- We recommend you enrol as soon as possible to secure your spot & to contribute to the minimum number of enrolments required for the course to proceed as scheduled
- Confirmation of Enrolment will be emailed to you within 24hrs of enrolment

Personal Details

Have studied at Nature Care College before? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Surname Name	Given Name/s
Date of Birth (DD/MM/YYYY):):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Gender:
I confirm that I am over 18 years of age Yes <input type="checkbox"/>	
What is the address of your usual residence? Street Address:	
Suburb:	Postcode:
PO Box or roadside delivery box:	Suburb: State: Postcode:
Mobile Number:	
Email: Please note you may require an email address to receive course material:	
Do you have any special needs? No <input type="checkbox"/> Yes* <input type="checkbox"/> If yes please specify	
* A Course Advisor will contact you	

Course Selection			
Subject Name	When	Time	Course Tuition Fee
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Payment Methods

Payment
 Complete the Enrolment Form.
 You can pay by Eft (electronic fund transfer) please reference your full name in the payment description and email the payment advise to info@naturecare.com.au

Account Name: Nature Care College Pty Ltd
 BSB: 484-799
 Account: 507252277

OR alternatively you can pay over the telephone using debit/credit card by calling 02 8423 8333 during office hours Tuesday to Friday 9.30am to 3.30pm.

Please note that no card details are stored by Nature Care College

Enrolment Terms & Conditions

1. To reserve your place in a course full payment is due upon enrolment for Short Courses and CPE courses
2. All fees are non-refundable and non-transferable unless a course is cancelled by Nature Care College in this instance a full refund is provided.
3. **Cancellation/Withdrawal Policy:** Credits can be granted for course fees paid, less a \$50 administration fee per subject, provided advice of withdrawal is received in writing one week prior to the commencement of the subject. Please advise the reason for withdrawal with supporting documentation. Choose your courses carefully as unfortunately we cannot accept responsibility for changes in your personal circumstances or work commitments which occur after the commencement of your course. Any course tuition fees outstanding are still due and payable.
4. **Transfers:** A transfer is defined as a change from one subject to another within the same term. No fees apply for transfers.
5. The College reserves the right to vary course structure, teaching staff, adjust fees or class schedules at any time. It is at the College's discretion to discontinue offering a course as deemed necessary
6. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.

PRIVACY: Nature Care College is committed to protecting your privacy. The information collected on the enrolment form is for the purposes of processing your enrolment, creating and maintaining student records, keeping you informed of upcoming events and assisting us in improving our service to you. If you do not wish to receive information from Nature Care College please email info@naturecare.com.au and type 'remove my details' in the subject header. Please include your contact details (name, address and phone) in the email.

Nature Care College Privacy Policy

The privacy of your personal information is a vital part of our relationship with you as a student. We are committed to maintaining the secure custody of your personal information and strictly adhere to the NSW Privacy and Personal Information Protection Act 1988 (NSW).

As a part of functioning as an educational institution Nature Care College holds personal information regarding our students. All information collected is necessary for the conduct of our business as an educational institution.

The information collected is used for a variety of purposes including:

- student admission
- enrolment and progression
- provision of student services
- archival purposes

You can ask us to provide you with access to the personal information we hold about you. All student information including results are held on an in-house database, and access to through Student and Learning Services is available during office opening hours.

We are committed to keeping secure the information you provide to us, and we will take all reasonable precaution to protect your personally identifiable information from loss, misuse, unauthorised access, alteration or disclosure.

We have a range of physical and technology policies in place to provide a robust security environment. We regularly review these measures to ensure their ongoing adequacy.

You can request a full copy of our Privacy Policy from Student and Learning Services

Declaration and Consent

- I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it are correct and complete.
- I declare that I have read and fully understand the course outline for the program that I am applying for.
- I agree to abide by the Enrolment Terms and Conditions of the College.

Signature	Date
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<p><i>Unsigned applications will not be processed</i></p> <p><i>However a specimen of your signature is not required if you are submitting the application form electronically. By submitting the application form electronically you accept all Enrolment Terms and Conditions.</i></p>	

Please return your completed application form to:

Student and Learning Services
Admissions
Tel: 02 8423 8333
Electronic submissions to info@naturecare.com.au