



# Nature Care College

## Application for Enrolment: Short Courses, Workshops and Continuing Education Courses

### Entry Requirements:

No previous knowledge is required and anyone over the age of 18 years may enrol. If you have not yet turned 18, but have a passion to explore Natural Therapies you can apply for special consideration with a Course Advisor.

### How to Enrol:

No previous knowledge is required and anyone over the age of 18 years may enrol. If you have not yet turned 18, but have a passion to explore Natural Therapies you can apply for special consideration with a Course Advisor

- Enrol on-line [www.naturecare.com.au](http://www.naturecare.com.au)
- Enrol over the telephone by calling 02 8423 8333
- Enrol in person at the college
- Full payment is due upon enrolment for Short Courses, Workshops and CPE courses if the course is less than \$175.00
- Short Courses, Workshops and CPE courses greater than \$175.00 require a 50% deposit upon enrolment
- The balance of the course fee for all classes are due two weeks prior to the commencement of course
- We recommend you enrol as soon as possible to both secure your spot & contribute to the minimum number of enrolments required to proceed with the course
- Confirmation of Enrolment will be emailed to you within 24hrs of enrolment

### 1. Personal Details

Have studied at Nature Care College before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what is your Student ID Number			
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"/>		Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>	
What is the address of your usual residence? Street Address:			
Suburb:		Postcode:	
Flat/unit Number:	Street Number:	Street Name:	
PO Box or roadside delivery box:	Suburb:	State:	Postcode:
Telephone: Mobile	Work		Home
Email: <b>Please note you require an email address to receive course material:</b>			
Do you have any special needs? <input type="checkbox"/> Yes* <input type="checkbox"/> No If Yes please specify			
*A Course Advisor will contact you to arrange a confidential interview			
How did you hear about Nature Care College? <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Web search <input type="checkbox"/> Brochure <input type="checkbox"/> Other			

Newspaper/Magazine Advertisement – which one?

Emergency Contact Details:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## 2. Course Selection

Subject Code(s)	Subject Name	Day/Evening	Time	Fee
1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
4. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
5. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
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7. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
8. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
9. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
10. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

## 3. Payment Options

Please charge my credit card:  Visa  Mastercard

Card Number:

Expiry date

CCV Number

Course Fees: Amount \$ \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

Cardholder Name (print): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## Enrolment Terms & Conditions

1. To reserve your place in a course Full payment is due upon enrolment for Short Courses, Workshops and CPE courses if the course is less than \$175.00
2. Short Courses, Workshops and CPE courses greater than \$175.00 require a 50% deposit upon enrolment
3. The balance of the course fee for all classes are due two weeks prior to the commencement of course. Non compliance will result in the student being ineligible to re-enrol and to receive an Academic Record, or Certificate until all outstanding fees have been finalised.
4. All fees are non-refundable and non-transferable unless a subject or workshop is cancelled by Nature Care College in this instance a full refund is provided.
5. **Cancellation/Withdrawal Policy: On campus and distance learning modules:** Credits can be granted for course fees paid, less a \$40 administration fee per subject, provided advice of withdrawal is received in writing prior to the commencement of term (i.e. before Monday of week one (1) of term or one (1) week prior to the commencement of an intensive or workshop). 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 fees outstanding are still due and payable.

6. **Transfers:** A transfer is defined as either a change from one subject to another within the same term or changing times within the same subject. No fees apply for transfers. Transferring is possible between a distance learning module and an on campus module within the first two (2) weeks of term, beyond the first two (2) weeks of term transfers can no longer occur between programs
7. A 10% late surcharge penalty is applied to any outstanding balance if the course start date has passed
8. 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 or unity of study as deemed necessary
9. Your class and Trainer may be recorded in an audio or visual format for training purposes and any recording will be available for you to reference as an enrolled student in the current term
10. 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](mailto: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.

Student Responsibilities: Please ensure that any personal property is kept with you at all times and not left unattended.

While Nature Care College attempts to make all buildings safe and secure the College does not accept responsibility or liability for the personal property of students, employees, lecturers, supervisors or visitors left unattended, lost, stolen or damaged.

## 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
- mandatory reporting to external agencies which include the Australian Skills Quality Authority (ASQA), Department of Immigration and Citizenship (DIAC) and the Department of Education (DET)

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, alternation 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 or it is published on the college's website <http://www.naturecare.com.au/students/?id=82> or <http://www.naturecare.com.au/enrolment/?id=38>

## 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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***Unsigned applications will not be processed***  
***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.***

**Please return your completed application form to:**

Student and Learning Services  
Admissions  
46 Nicholson Street  
St Leonards NSW 2065  
AUSTRALIA  
Tel: 02 8423 8333 Fax: 02 9436 0503  
Electronic submissions to [info@naturecare.com.au](mailto:info@naturecare.com.au)