



## Re-enrolment Form for NCC Courses

**Re-enrolment form for Nature Care College Courses that are not accredited with Australian Skills Quality Authority (ASQA). Please refer to website for Course Recognition Information**

Advanced Diploma of Integrative Natural Health	Diploma of Sports Therapy
Advanced Diploma of Integrative Nutritional Therapeutics	Professional Certificate in Massage Therapy
Advanced Diploma of Western Herbal Therapeutics	Professional Certificate in Clinical Aromatherapy
Diploma of Natural Health and Wellness	Professional Certificate in Clinical Reflexology
Diploma of Holistic Nutritional Therapy	Certificate in Aromatherapy Consultancy
Diploma of Holistic Wellness Coaching	Diploma of Energetic Kinesiology
Professional Certificate in Food & Nutrition Coaching	Diploma of Energetic Healing
Certificate in Nutrition	Professional Certificate in EFT & Energetic Tools for Transformation
Certificate in Naturopathy	Reiki Master Practitioner Certificate
Certificate in Western Herbal Remedies	Professional Certificate in Meditation Facilitation
Certificate in Homoeopathy	Certificate in Astrology
Certificate in Ayurvedic Healing	
Certificate in Yoga & Ayurvedic Practices	
Diploma of Transpersonal Coaching	

### How to Re-enrol:

- In order to re-enrol, complete this Re-Enrolment Form
- Refer to the recommended Study Plans for re-enrolment guidelines. The Study Plan lists the subjects you need to re-enrol into to progress with your studies. You re-enrol on a term by term basis.
- Choose your study options, class days and times for each subject from the timetable
- Re-enrol on-line by emailing your completed Re-enrolment Form to [info@naturecare.com.au](mailto:info@naturecare.com.au)
- Re-enrol over the telephone by calling Student & Learning Services on 02 8423 8333
- Re-enrol in person with Student & Learning Services located at 178 Pacific Highway St Leonards
- To reserve your place in a course programme an initial deposit of \$500 of your first term tuition fees together with the \$95.00 Professional Training Enrolment Fee is required to secure your place **or** if the course programme has one subject per term to reserve your place a 50% deposit is required upon enrolment
- The remaining course fees for all subjects within the term are due by the end of the first week of term unless you have submitted a formal payment plan form.
- Before you lodge your 'Re-enrolment Form' please ensure you have read the Enrolment Terms & Conditions outlined on the back of the form.

### Acceptance

- If you would like an appointment with a Course Advisor prior to re-enrolling a Course Advisor will contact, you to arrange a suitable time.
- Once you have submitted your completed Re-Enrolment Form you will receive a Confirmation of Enrolment email confirming your re-enrolment

## **Payment Options for Advanced Diploma, Professional Certificate and Certificate Courses**

### **Pay Upfront to receive a discount:**

Pay the whole terms course tuition fee in full upfront upon enrolment to receive a 5% discount on the course terms tuition fees

### **Spread the Cost of Your Course Throughout the Term:**

To reserve your place in a course programme an initial deposit of \$500 of your first term tuition fees together with the \$95.00 Professional Training Enrolment Fee is required to secure your place **or** if the course programme only has one subject per term to reserve your place a 50% deposit is required upon enrolment

A payment plan provides you with the option of spreading the cost of your terms tuition fee throughout the whole term in weekly instalments (12 weeks of term and including 1-week recess means you can spread of cost of your terms fees over 13 weeks).

To be eligible to re-enrol all payment plan obligations must be finalised by the end of term. A payment plan attracts a 10% surcharge which is applied to the balance outstanding after the first week of term.

### **Extended Payment Plan - Available for NCC Advanced Diploma Courses only**

- An extended Payment plan provides you with the option of paying reduced tuition fee instalments each term allowing you to accrue your outstanding balance until you graduate enabling you to study now and pay later.
- To reserve your place pay the initial deposit of \$500 for your terms tuition fees together with the \$95.00 Professional Training Enrolment Fee.

An extended payment plan provides you with the option of paying \$100.00 per week towards your course tuition fees throughout the whole term. The outstanding balance accrues each term allowing you to defer the balance until you graduate.

- There is a 10% surcharge fee on the total balance of tuition fees accrued at the end of your studies.
- To be eligible to graduate accrued balances must be finalised in full prior to graduation



# Nature Care College

## 1. Personal Details

Have you applied to Nature Care College before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what is your Student ID No. _____	
Family Name: _____	Given Name/s: _____
Informal Name: (if applicable) _____	Maiden Name: (if applicable) _____
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: Female <input type="checkbox"/> Male <input type="checkbox"/>
Telephone: Mobile: _____	Work: _____ Home: _____
Email: <b>Please note you require an email address to receive course material:</b> _____	
What is the address of your usual residence? Street Address: _____	
Suburb/Town: _____	Postcode: _____ Country: _____
What is your postal address? Building/Property Name/Street Address: _____	
Suburb/Town: _____	Postcode: _____ Country: _____
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	
Are you: (Select one only) <input type="checkbox"/> An Australian Citizen <input type="checkbox"/> An Australian Permanent Resident* <input type="checkbox"/> A New Zealand citizen *Country of citizenship _____	
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. Tertiary Studies

Institution & Country	Degrees or Diplomas held or being completed	Completed Yes or No	Years of Study	Year of Graduation

Are you currently enrolled at another tertiary institution?  Yes  No If Yes, where? \_\_\_\_\_

Have you previously been, or are you liable for exclusion from any tertiary institution?  Yes  No



## Enrolment Terms & Conditions

In order to enrol, return your Re-Enrolment Form to Nature Care College.

1. To reserve your place in a course an initial deposit of \$500 deposit of your terms tuition fees is required to secure your place.
2. Remaining course fees for all subjects within a term, are due **by the end of the first week of term** unless you have submitted a formal payment plan form. Non compliance will result in you not being eligible to re-enrol or to receive an Academic Record or Certificate until all outstanding fees have been finalised.
3. All fees are non-refundable and non-transferable unless a subject is cancelled by Nature Care College, in this instance a full refund is provided.
4. **Cancellation/Withdrawal Policy:** Course 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.
5. **Transfers:** A transfer is defined as either a change from one course to another within the same term or changing times within the same subject. No fee applies to transfers. Transferring is possible between a distance learning subject and an on campus subject within the first two (2) weeks of term, beyond the first two (2) weeks of term transfers can no longer occur between programs.
6. A 10% late surcharge penalty is applied to any outstanding balance at the end of the first week of term unless you have submitted a formal payment plan form for an Advanced Diploma course.
7. To assist your budget, fees are charged on a per term basis rather than annually upfront. All continuing students are required to re-enrol each term at least one week prior to the start of term.
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 subject as deemed necessary.
9. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
10. **Course Recognition:** Recognition of your elected course of study is available as pre-enrolment information and is published on the Course Outline. Professional Training Association recognition is determined by the Professional Association and maybe subject to change. Whilst the information published on the Course Outline is current at the time of your initial enrolment, Nature Care College cannot take responsibility for changes that occur in relation to Professional Association recognition and requirements thereafter.
11. As an NCC student you will need to have a Windows or Mac computer with access to the internet. The e-learning management system that the college uses works well with different operating systems, but the latest version of Windows or Mac OSX are recommended.
12. By enrolling in a course at the College, students agree to be bound by the Re-Enrolment Terms and Conditions and College Policies as outlined in the Student Handbook.

**Grievance Procedure:** Nature Care College has a comprehensive academic and non academic grievance procedure contact Student and Learning Services for details

**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

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 or it is published on the college's website

## 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.
- Where records of prior study have been provided in support of my application, I authorise Nature Care College to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application.
- I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Nature Care College.
- I agree to abide by the Enrolment Terms and Conditions of the College.

Signature	Date
<p>_____</p> <p>_____</p> <p><b><i>Unsigned applications will not be processed</i></b></p> <p><b><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></b></p>	

Please return your completed application form to:
Student and Learning Services Admissions 178 Pacific Highway St Leonards NSW 2065 AUSTRALIA Tel: 02 8423 8333 Electronic submissions to <a href="mailto:info@naturecare.com.au" style="color: blue;">info@naturecare.com.au</a>