

# Enrolment Form

## 1. CONTACT DETAILS

First Name \_\_\_\_\_ Surname \_\_\_\_\_ Sex M  F   
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Have you studied at Nature Care College before?  Yes  No Student ID Number \_\_\_\_\_  
Do you have any special needs?  \*Yes  No Please specify \_\_\_\_\_  
\*A Course Advisor will contact you to arrange a confidential interview  
How did you hear about Nature Care College? Word of mouth  Web  Expo/Event  Advert   
Other  \_\_\_\_\_

## 2. COURSE DETAILS

Course to be undertaken: If applicable, please indicate the Professional Training Program you are currently enrolled in or wish to commence. There is a \$95.00 once only enrolment fee for Professional Training Programs.

New Professional Training Program \_\_\_\_\_

Current Professional Training Program you are changing from (if applicable) \_\_\_\_\_

If you are studying part of an ongoing professional training program, remember to check the pre and co-requisite requirements before enrolling.

Module Code(s)	Module Name(s)	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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____
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"/>	_____	_____	_____	_____

## 3. AUTHORISATION

I have read, understand and agree to abide by Nature Care College's enrolment terms and conditions as set out overleaf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 4. PAYMENT

Payment is required prior to attending any Nature Care College course. Credit Card payments accepted are: Visa, Mastercard or Bankcard

### Fees

Professional Training Program Fee\* \$95.00 \*a once only fee

Course Fees \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

I wish to pay by:

Cheque  EFTPOS  Money Order  Cash

Credit Card, please charge my

Visa  Mastercard

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date \_\_\_\_\_ Amount \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

1. In order to enrol, a 50% deposit (or \$100 per subject for re-enrolling students) is required to reserve you a place in a subject.
2. Remaining course fees for all subjects within a term, including workshops, are due on the first day of term.

# Enrolment Terms and Conditions\*

**\*Bachelor students should refer to the Bachelor Enrolment Form Terms and Conditions**

**Please read the following information carefully before enrolling into your chosen courses:**

1. In order to enrol, a 50% deposit (or \$100 per subject for re-enrolling students) is required to reserve you a place in a subject.
2. Remaining course fees for all subjects within a term, including workshops, are due on the first day of term.
3. All fees are non-refundable and non-transferable unless a course/module is cancelled by Nature Care College, in this instance a full refund is provided.
4. Cancellation/Withdrawal Policy: Credits can be granted for course fees paid, less a \$40 administration fee per module, provided advice of withdrawal is received in writing prior to the commencement of term (i.e. before Monday of week (1) one of term, or (1) one week prior to the start of an Intensive of Workshop. Please advise 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 module to another within the same term (i.e. changing from Anatomy & Physiology to Astrology) or changing times within the same module (i.e. changing Nutrition class from Mon to Frid). No fee applies for transfers prior to the start of term, however once term has started a \$25 transfer fee per module is charged.
6. A 5% late surcharge penalty is applied to any outstanding balances at the start of week two (2) of term. Non-compliance will result in the student being ineligible to re-enrol and to receive an Academic Record, Testamur or Statement of Attainment until all outstanding fees have been finalised.
7. Deferments: Students wishing to defer their studies, need to apply in writing to a Course Advisor. The term deferment applies to ongoing subjects and Professional Training Programs (eg if a student has completed one or two terms in an ongoing subject and cannot complete the year). Deferment will be granted for a period of up to one year. (There is no monetary action on deferments - it refers to deferment of course work only.)
8. To assist your budget, fees are charged on a term by term basis rather than annually upfront. All continuing students are required to re-enrol each term prior to the start of term. Students studying year long modules must re-enrol in the same time slot each term. Transfer of times for year long on-going modules are dependent upon availability.
9. 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 module at any time as deemed necessary.
10. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
11. Nature Care College is legally obliged to comply with the Australian Quality Training Framework. Therefore, the maximum periods of course completion as outlined in the Student Handbook are an indication only, and may be subject to change.
12. By enrolling in a course at the College, students agree to be bound by the Enrolment Terms and Conditions and College Policies as outlined in the Student Handbook which can be downloaded from [www.naturecare.com.au](http://www.naturecare.com.au). The Student Handbook is updated annually. Changes to policies that occur throughout the year are effective immediately and outlined in the Student Handbook. Advice of any changes is also communicated in the student Newslines published each term.
6. EXTENSIONS: While there is no deferment policy for Distance Learning modules owing to the structure of the courses, extensions (beyond 2 terms) may be granted for an additional term only upon written application and will incur a \$50 fee.
6. The College reserves the right to adjust fees, vary course requirements or course schedules at any time as deemed necessary.
7. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.

## PRIVACY STATEMENT:

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 1998 (NSW).

As a part of our 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 Department of Education (DET), the NSW Vocational Education Training Accreditation Board (VETAB) and the Department of Immigration & Citizenship (DIAC)

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 through Course Advisors is available during office opening hours.

We are committed to keeping secure the information you provide to us, and we will take all reasonable precautions 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.

## GRIEVANCE PROCEDURE:

Nature Care College has a comprehensive academic and non-academic grievance procedure. For full details go to [naturecare.com.au](http://naturecare.com.au).

## DISTANCE LEARNING TERMS AND CONDITIONS

If you have chosen to study the Distance Learning format the following policy applies:

1. In order to enrol course fees must be paid in full upon enrolment.
2. In common with other educational institutions, fees are non-refundable and non-transferable unless a course is cancelled by Nature Care College.
3. Withdrawal Policy:
  - (a) Students wishing to withdraw from their studies must advise the College in writing within 14 days of receiving course materials. Provided all course materials are returned in their original condition you will receive a credit for course fees paid less a \$40 admin fee.
  - (b) Please choose your course carefully, as after the above time period, we regret that no further application for credit or transfer of course fees can be accepted.
4. Transfers: A \$25 administration fee will be applied to all transfers. Transferring is possible between a Distance Learning format to studies on campus within the first 2 (two) weeks of term. Transferring from studies on campus to Distance Learning is also possible within the first 2 (two) weeks of term. Beyond the first 2 (two) weeks of term transfers can no longer occur between programs.