



Course Program Re-Enrolment Application Form

How to Re-enrol

- In order to re-enrol, complete the Re-enrolment Application Form and submit with payment of the deposit to secure your class selection
- Refer to the Timetable and Course Outline for study guidelines. The Study Plan lists the subjects you are required to enrol into for each term of study
- You enrol on a term by term basis as you progress with your studies
- The balance of 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 Application Form please ensure you read the Enrolment Terms and Conditions

Confirmation of Enrolment

- Upon completing the required information & paying the initial course deposit you will receive an email confirming your enrolment

1. Personal Details

Family Name:

Given Name/s:

Student Number (if known):

Date of Birth (DD/MM/YYYY): / /

Gender: Female

Male

Telephone: Mobile:

Work:

Home:

Preferred email for study purposes:

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? No Yes*

If Yes please specify:

*A Course Advisor will contact you to arrange a confidential interview



Course Program Name	(e.g.: Advanced Diploma of Clinical Naturopathy)
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Subject Selection Please select your subjects from the Timetable	Day/Evening or on-line	Time

Enrolment Terms and Conditions

- To reserve your place in a course an initial deposit of \$500 deposit of your first term tuition fees together with the \$95 Enrolment Fee per qualification is required to secure your place. If the course program only has one subject in the term a 50% deposit is required to secure your place
- 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 being ineligible to re-enrol or to receive an Academic Record or Certificate until all outstanding fees have been finalised.
- All fees are non-refundable and non-transferable unless a course/subject is cancelled by Nature Care College. In this instance, a full refund is provided.
- Cancellation/Withdrawal Policy:** Course credits will be granted for the course fees paid, less a \$50 withdrawal administration fee per subject provided advice of the withdrawal is received in writing one (1) 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 fees outstanding are still due and payable.
- Transfers:** A transfer is defined as 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.
- A 10% late surcharge penalty is applied to any outstanding balance at the end of the first week
- 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.
- 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 increase course program fees annually.
10. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
11. **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 may be 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.
12. As a 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.
13. 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 available on-line.

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.

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.

Declaration and Consent

- I declare that the information supplied is correct and complete
- 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
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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:

Electronic submissions to info@naturecare.com.au

Payment Options

You enrol and pay for your course tuition fees on a term by term basis.

1. Complete the Re-enrolment Form
2. Email your Re-enrolment form to info@naturecare.com.au

Payment Options – Tick Selected Payment Options

Pay up Front – 5% Discount

If you pay for your Term's course tuition fees in full upon re-enrolment you are eligible to receive a 5% discount

Pay Term by Term

A \$500 deposit is required upon re-enrolment to secure your place with the remaining balance due by the end of the first week of Term

Payment Plan – Spread the Cost of Your Course Throughout Term

A \$500 deposit is required upon re-enrolment to secure your place. The balance can be paid off throughout term in weekly instalments. A 10% surcharge is applied to the balance when accessing the payment plan option.

Payment Plan Form must be submitted at the time of enrolment

Payment Methods

Please charge my credit card: Visa Mastercard

Card Number:

Expiry date

CCV

TOTAL PAYMENT \$ _____

Cardholder Name (print): _____

Cardholder Signature _____

OR Electronic Transfer EFT, please reference your full name in the payment description.

Account Name: Nature Care College Pty Ltd

BSB: 484-799

Account: 507252277