



Course Program Enrolment Application Form

Course Entry Requirements

- To qualify for admission, course entry is through high school matriculation or mature age entry of 18 years and over.
- To be eligible to enrol you must be a domestic student
- If you are staying in Australia on a Business Sponsorship or Spouse Visa please contact the college to enrol

Pre-enrolment Information and How to Enrol:

- To enrol please complete the Course Program Enrolment Form Application and submit with payment of the deposit to secure your position
- Refer to the Timetable & Course Outline for study guidelines. The Study Plan lists the subjects you are required to enrol into for your first term of study.(study period 1)
- You enrol on a term-by-term basis as you progress with your studies.
- You select your subjects for your first term of study or you can elect for a Course Advisor to contact you to help you choose your class options for each subject in study period 1
- 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 Application Form please ensure you have read the Enrolment Terms and Conditions
- Applicants are encouraged to contact Student and Learning Services for support throughout the admission process to gain a full understanding of our courses. Course Advisors are available 4.5 days a week via telephone, in person or email.

Acceptance & Confirmation of Enrolment

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

1. Personal Details

Have you applied to Nature Care College before? Yes No If Yes what is your Student ID No.		
Family Name:		Given Name/s:
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: (If the same as your residential address write 'As Above')		
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		

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 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
_____	_____
<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 OR Student and Learning Services Admissions 178 Pacific Highway St Leonards NSW 2065 AUSTRALIA Tel: 02 8423 8333

Payment Options

*I wish to pay by

Cheque
 EFTPOS
 Cash
 Spread the cost of course throughout term in weekly payments
 (Payment Plan Form must be submitted at the time of enrolment)

Course Fees: Amount \$ _____
 Professional Training Qualification Enrolment Fee * \$95.00

TOTAL PAYMENT \$ _____

Or

Please charge my credit card:
 Visa
 Mastercard
 Card Number: / / / Expiry date mm/yy

CCV Number

Course Fees: Amount \$ _____
 Professional Training Enrolment Fee * \$95.00

TOTAL PAYMENT \$ _____

Cardholder Name (print): _____

Cardholder Signature: _____