



Nature Care College

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

Entry Requirements for Short Courses

No previous knowledge is required and you are welcome to enrol if you are 18 years and over.

Entry Requirements for Continuing Professional Education Courses

You are welcome to enrol if you are 18 years and over. Applicants must satisfy any required pre-requisites for the CPE course.

How to Enrol:

- Enrol on-line at www.naturecare.com.au
- Enrol by emailing the completed enrolment form to info@naturecare.com.au
- Enrol over the telephone by Student & Learning Services on 02 8423 8333
- 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 fees for short courses & workshops are due in the first week of term.
- We recommend you enrol as soon as possible to secure your spot & to contribute to the minimum number of enrolments required for the course to proceed as scheduled
- Confirmation of Enrolment will be emailed to you within 24hrs of enrolment

1. Personal Details

Have studied at Nature Care College before? No	Yes	If Yes what is your Student ID Number	
Surname Name	Given Name/s		
Date of Birth (DD/MM/YYYY):	Sex: Female	Male	
What is the address of your usual residence? Street Address:			
Suburb:		Postcode:	
PO Box or roadside delivery box:	Suburb:	State:	Postcode:
Telephone: Mobile	Work	Home	
Email: Please note you may require an email address to receive course material:			
Do you have any special needs?	No	Yes* If Yes please specify	
* A Course Advisor will contact you			

Nature Care College Pty Ltd – ABN 77 105 282 264

178 Pacific Highway St Leonards NSW 2065 Tel: +61(2) 8423 8333

email: info@naturecare.com.au

website: www.naturecare.com.au

How did you hear about Nature Care College? Word of Mouth Web search Brochure 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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3. Payment Options

I wish to pay by

Cheque EFTPOS Cash

OR

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 fees for short courses with a term's duration are due in the first week of term. The balance of course fees for workshops are due two weeks prior to the commencement of the workshop. A 10% late surcharge penalty is applied to any outstanding balance.
4. Non compliance will result in you not being eligible to enrol into further courses and not being issued with a Certificate until all outstanding fees have been finalised.
5. All fees are non-refundable and non-transferable unless a course is cancelled by Nature Care College in this instance a full refund is provided.
6. **Cancellation/Withdrawal Policy:** Credits can be granted for course fees paid, less a \$50 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.
7. **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
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 as deemed necessary
9. 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 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, 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

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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<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:
<p>Student and Learning Services Admissions 178 Pacific Highway St Leonards NSW 2065 AUSTRALIA Tel: 02 8423 8333 Electronic submissions to info@naturecare.com.au</p>