



Enrolment Terms & Conditions

1. To reserve your place in a Course Program an initial deposit of \$295 is required. Being a one-off non-refundable Course Program Enrolment Fee of \$95 and a \$200 deposit that is credited towards your first subject.
2. The remaining course tuition fees for all lecturer-led subjects within a term/study period are due at the end of the first week of term/study period or within 7 days of enrolment for a self-paced delivery subject. A 10% late payment penalty is applied to any outstanding balance.
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:**
Withdrawal before commencement of a subject
 - Learners are eligible to apply and be granted a course credit for the course tuition fees paid, less a \$50 administration fee per subject provided advice of withdrawal is received in writing one week prior to the start of the subject.
 - Notification of withdrawal/cancellation is required in writing to info@naturecare.com.au advising the reason for withdrawal.
 - Course credits can be used towards the cost of any Nature Care College course and are valid for 12 months.
 - The Learner is issued with a Course Credit note in writing within 10 days of the notification of withdrawal/cancellation
Special Circumstances applying for Withdrawal after commencement of a subject
 - If after the start of a subject, a Learner becomes seriously ill or has other extenuating special circumstances they may apply to Nature Care College for a course credit for the course tuition fees paid.
 - Learners are to apply for consideration of special circumstances in writing to info@naturecare.com.au along with supporting documentation.
 - The application and supporting documentation will be accessed and the Learner will be notified of the outcome in writing within 10 days.
 - Course credits granted can be used towards the cost of any Nature Care College course and are valid for 12 months
5. **Course Program Deferment Policy**
 - Learners enrol on a term by term or subject by subject basis as they progress with their Course Program studies.
 - Following the completion of a term or subject Learners are eligible to defer the Course Program and put their studies on hold for a period of 12 months.
 - Notification of deferral is required in writing to info@naturecare.com.au
 - Learners who wish to defer for over the 12 months deferment period can withdraw from the Course Program without penalty and re-apply. Full academic credit is

applied for all completed subjects provided academic currency is within a period of five years.

- Learners who do not return from deferment after the 12-month deferment period will be formally withdrawn from the Course Program

6. **Transfers:** You can transfer from a self-paced subject to the same lecturer-led subject at any time within the duration of six months – upon request of your transfer you will be invoiced for the difference between the self-paced and lecturer-led subject tuition fee. Once the invoice has been paid the transfer request will be processed and your e-learning portal updated.

You can transfer from lecturer-led to self-paced course delivery **prior to the second lecturer-led class**. – upon request of your transfer you will be granted a course credit of the difference between the lecturer-led and self-paced tuition fee. The course credit will be credited towards your next subject of choice and is valid for 12 months. Transfers after the second lecturer-led class will be approved, however no course tuition fee credit can be applied.

7. **Payment Plans:** The benefit of a payment plan is that it allows you to pay for your course program in weekly or fortnightly instalments. A 10% surcharge applies to the balance when accessing the payment plan option. The surcharge is not applicable to the Advanced Practitioner and Professional Certificate of Natural Remedies Course Programs. Non-compliance of agreed instalments in-line with the Payment Plan Contract will result in access to the course material being suspended and outstanding fees becoming due and payable immediately.
8. To assist your budget, course tuition fees are charged on a per term or subject basis rather than annually upfront. You are ineligible to re-enrol or to receive a Transcript of Results or Certificate until all outstanding course tuition fees have been finalised.
9. The College reserves the right to vary course structure, delivery mode, 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.
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 in the Course Outline. Professional Training Association recognition is determined by the Professional Association and may be subject to change. Whilst the information published in 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 Nature Care College Learner, 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 is recommended.
13. By enrolling in a course at the college, Learners agree to be bound by the Enrolment Terms and Conditions and College Policies as outlined in the Learners Handbook.