



Initial Application for Enrolment Form: Domestic Students Diploma of Counselling CHC51712

Information and Support

Applicants are encouraged to contact Student and Learning Services for support throughout the admission process. We recommend that applicants speak with a Course Advisors to gain a full understanding of our courses before applying. Course Advisors are available 6 days a week via telephone, in person or email.

Selection Process

For Vocational Education and Training (VET) courses, Nature Care College does not require students to have any specific prior knowledge or a particular Australian Tertiary Admission Rank (ATAR) for course entry.

Students will be granted entry on the basis that they are able to participate in learning activities and be capable of an independent level of written and spoken English.

To demonstrate that you meet this selection criteria upon enrolment please provide a personal statement answering the following questions (half a page each).

1. What attracts you to counselling?
2. Where do you hope this course takes you?
3. Where do you see yourself in 5 years?

Entry Requirements

- To qualify for admission course entry is through high school matriculation or mature age entry of 21 years and over
- Applicants may be requested to participate in a phone or in person appointment with a Course Advisor prior to enrolment

Nature Care College Courses that are VET FEE-HELP Enabled

Qualification	Code	Component
Diploma of Counselling	CHC51712	Full Course



How to Enrol: Diploma of Counselling

Admission:

- **New Students:** In order to enrol, complete the 'Initial Application for Enrolment Form'.
- Students enrolled in a VET FEE-HELP enabled course Diploma of Counselling CHC51712 must apply for a FEE-HELP loan or formalise alternative payment arrangements for the course by the end of the census date for each unit of study.
- Before you lodge your 'Initial Application for Enrolment Form' please ensure you have read the Enrolment Terms & Conditions outlined on the back of the form.
- Submit the Enrolment Form and any applicable certified copies of your original documents.

- **Submit your application to:**

Nature Care College Student and Learning Services, Mail: 46 Nicholson Street St Leonards NSW 2065.

- Fax: 02 9436 0503 Phone: 02 8423 8333

- Visit: Monday to Thursday 10.30am to 6.30pm or Saturday 9.00am to 1.00pm

Acceptance

- If an appointment with a Course Advisor is applicable an Advisor will contact you to arrange a suitable time.
- A Confirmation of Enrolment is sent to eligible applicants confirming that you have secured a place within 48 hours of submitting your application.

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: _____

Informal Name: (if applicable) _____ Maiden Name: (if applicable) _____

Date of Birth (DD/MM/YYYY): Gender: Female Male

Telephone: Mobile: _____ Work: _____ Home: _____

Email: **Please note you require an email address to receive course material:** _____

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? Yes* No If Yes please specify _____

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

Are you: (Select one only) An Australian Citizen An Australian Permanent Resident* A New Zealand citizen

*Country of citizenship _____

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. Tertiary Studies

Institution & Country	Degrees or Diplomas held or being completed	Completed Yes or No	Years of Study	Year of Graduation

Are you currently enrolled at another tertiary institution? Yes No If Yes, where? _____

Have you previously been, or are you liable for exclusion from any tertiary institution? Yes No

3. Course Selection

Qualification Name	Diploma of Counselling CHC51712			
Unit of Study Code(s)	Unit of Study Name	Day/Evening	Time	Fee
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4. Payment Options

*I wish to pay by

Cheque EFTPOS Cash VET FEE-HELP (Diploma of Counselling CHC51712)

Course Fees: Amount \$_____

TOTAL PAYMENT \$_____

Or

Please charge my credit card: Visa Mastercard

Card Number: Expiry date

CCV Number

Course Fees: Amount \$_____

TOTAL PAYMENT \$_____

Cardholder Name (print): _____

Cardholder Signature: _____

5. Checklist (Advanced Diploma, Diploma and Certificate IV Students)

I have included with this application form (as outlined in Entry Requirements & How to Enrol):

- My Personal Statement as outlined in Selection Criteria
- Completed Enrolment Form and payment
- Request for VET FEE-HELP Assistance Form if applicable (submit along with proof of citizenship or Humanitarian visa)

6. Statistics please complete

- Your application or enrolment cannot be completed without these statistics
- If you have lodged a statistics form previously with Nature Care, have there been any changes to the information provided? If so, indicate the changes on this form & sign where indicated.
- These statistics are required by the Department of Education, Employment and Workplace Relations. The information on the enrolment form is sought for the purpose of study in an educational institution

Employment Status

1) Of the following categories, which BEST describes your current employment status?
(Tick ONE box only)

- Full-time employee
- Part-time employee
- Self employed - not employing others
- Employer
- Employed - unpaid worker in a family business
- Unemployed - seeking full-time work
- Unemployed - seeking part-time work
- Not employed - not seeking employment

Schooling

2) What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

- In which YEAR did you complete that school level?

- Are you still attending secondary school?

- Yes
- No

Previous Qualifications Completed

3) Have you SUCCESSFULLY completed any of the following qualifications?

- Yes
- No

No - Go to Question 4

If YES, then tick ANY applicable boxes.

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

Language and Cultural Diversity

4) In which country were you born?

- Australia
- Other - please specify _____

- Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other - Please specify _____

- How well do you speak English?

Very well

Well

Not well

Not at all

- Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Disability

5) Do you consider yourself to have a disability, impairment or long-term condition?

Yes

No

No - Go to Question 6

If YES, then please indicate the areas of disability, impairment or long-term condition:

(You may indicate more than one area)

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain Impairment

Vision

Medical Condition

Other

- Would you like to receive advice on support services, equipment and facilities which may assist you?

Yes

No

Demographics

6) If you are an Australian school leaver this year or last year, what was your home postcode in your last year of secondary school?

Citizenship Status

7) What is your citizenship status during this year? (Select one only)

Australian Citizen

New Zealand Citizen

Permanent Humanitarian Visa Holder (proof required)

Permanent Visa Holder (not Humanitarian)

Temporary Entry Permit Holder

Not one of the above

- If born outside Australia, what year did you arrive in Australia?

Highest level of Educational Participation

8) What is your highest level of educational participation prior to commencing this course?

- Overseas student
- A completed Postgraduate course
- A completed Bachelor Degree course
- An Incomplete Higher Education Sub-degree course
- Incomplete Higher Education course
- Final year of secondary education at school or TAFE
- Other qualification or certificate complete or incomplete
- No prior educational attainment
- A complete VET award course
- An incomplete VET award course

- What was your last year of enrolment in the course which was your highest level of participation?

Study Reason

9) Of the following categories, which BEST describes your main reason for undertaking this course (Tick ONE box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

Residence

10) In what country is your residence during this year?

Australia

Other (please specify) _____

Signature _____ Date ____/____/____

A specimen of your signature is not required if you are submitting the application form electronically. By submitting the application form electronically you declare that the information provided is correct and complete.

Enrolment Terms & Conditions for VET FEE-HELP Enabled Courses

Please read the Enrolment Terms and Conditions carefully before enrolling into your chosen course.

For details on VET FEE-HELP please visit www.deewr.gov.au/vetfeehelp or you may collect a VET-FEE HELP Information booklet from Student and Learning Services.

1. In order to enrol, return the Enrolment Form to Nature Care College.
 - Students enrolled in a VET FEE-HELP enabled course must apply for a VET FEE-HELP loan or formalise alternative payment arrangements for the course by the end of the census date
 - Please note: Eligible students can either: pay some or all of their tuition fees up front; and or submit a Request for VET FEE-HELP Assistance Form by the end of the census date to obtain a loan for some or all of their tuition fees through VET FEE-HELP.
2. Upon enrolment you will receive a Confirmation of Enrolment confirming your enrolment.
3. **A late payment surcharge penalty of 10% is applied to outstanding balances after the end of the census date.**
4. **Census Dates:** The census date is the last day that you can withdraw from a module* without incurring financial liability or academic penalty. The census dates are set by NCC at 20% of the way through the period in which module(s)* are undertaken. Within 28 days of the census date VET FEE-HELP students will received their Commonwealth Assistance Notice (CAN). Your CAN will provide you with information on your VET FEE-HELP debt for each module*, including any loan fee you may have incurred for that module*. Please refer to the schedule of tuition fees published on the NCC website www.naturecare.com.au for a list of all census dates.
5. **Refund/Withdrawal Policy: On-campus and distance learning modules: Advice of withdrawals must be in writing to NCC;**
 - Students who withdraw from a module* or course on or before the end of the census date will be withdrawn without penalty and will not incur a VET FEE-HELP debt, any fees paid for the module* will be refunded.
 - Students who withdraw from a module* or course after the end of the census date will incur a VET FEE-HELP debt and/or be invoiced and payable for the full module* tuition fee.

How to apply for special circumstances to have your FEE-HELP balance re-credited: If after the end of the census date you become seriously ill or have other special circumstances you may apply to NCC to have your FEE-HELP balance re-credited. If your FEE-HELP balance is re-credited any VET FEE-HELP debt you have incurred for that module* or course will be removed and any upfront fees paid will be refunded.

You must submit your application in writing with supporting documentation for example doctor or practitioner certificate within 12 months of your withdrawal. NCC will review applications promptly and will notify the student of the decision in writing within one month of receiving the application. NCC will advise the student of their rights for a review of the decision if the student is unsatisfied with the outcome. The student will be advised that the time limit for applying for a review is 28 days from the day the applicant first received notice of the decision.

6. **Transfers:** A transfer is defined as either a change from one course to another within the same term or changing times within the same module*. No fee applies to 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.
7. **Distance Learning:** Students have one (1) term to complete a module in-line with on campus studies. Students who fail to complete the module in the specified time will receive a fail did not sit on their academic record. **Special Circumstances:** Eligible students can apply for an assignment extension or deferred exam if you become seriously ill, are a victim of a crime, suffer hardship or trauma. Supporting documentation must accompany the application form www.naturecare.com.au
8. **Recognition of Prior Learning (RPL):** Students who are currently enrolled in, or intend to study a VET course of study can apply for RPL for one or more units of study. As NCC is a Registered Training Organisation it recognises the Australian Quality Framework qualifications and statements of attainment issued by other Registered Training Organisations. Applications for RPL are to be submitted on a Recognition of Prior Learning Form available from www.naturecare.com.au or Student and Learning Services. NCC does not charge a separate fee for RPL however, the College provides a unit of study within a course of study for RPL for which a tuition fee shall be charged. For RPL tuition fees please refer to the Schedule of Tuition Fees www.naturecare.com.au Eligible students may obtain VET FEE-HELP for that unit/s.
9. Re-enrolling students are required to re-enrol prior to the start of each term.
10. The College reserves the right to adjust fees whilst acting in accordance with the requirements for Publication of VET Tuition fees (1 October annually for a VET Unit of study with a census date in the first period (6 months) of the next year & 1 April annually for a VET unit of study with a census date in the second period of the same year), under the the *Higher Education Support Act 2003(HESA)*. The College reserves the right to vary course requirements or class schedules at any time as deemed necessary.
11. The College reserves the right to cancel a student's registration into a course or clinic for non payment of tuition fees.
12. VET courses are not applicable for a discount as per the provisions of the Higher Education Support ACT 2003 (HESA).
13. Nature Care College is legally obliged to comply with the Australian Quality Training Framework, therefore the maximum periods for course completion as outlined in the Course Completion Policy & Procedure are an indication only, and may be subject to change.
14. Whilst the college will endeavour to make every effort in completing the training & assessment once a student has commenced study & formally enrolled in their chosen qualification, in the rare event that a qualification is unable to be completed due to minimum enrolment numbers not being met, the college will issue due Statements of Attainment to students and assist in the placement of the student in another educational organisation offering the same nationally accredited qualification in the event that there is an existing alternative institution offering the same qualification. Tuition refunds are not applicable for completed units/competencies.

15. As an 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.
16. Your class and Trainer may be recorded in an audio or visual format for training purposes and any recording will be available for you to reference as an enrolled student in the current term
17. By enrolling in a course at the College, students agree to be bound by the Enrolment Terms and Conditions and College Policies which can be downloaded from: www.naturecare.com.au.

NB: *the term module refers to a VET unit of study

Grievance Procedure: Nature Care College has a comprehensive academic and non academic grievance procedure. For full details go to www.naturecare.com.au

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
- mandatory reporting to external agencies which include the Australian Skills Quality Authority (ASQA), Department of Immigration and Citizenship (DIAC) and the Department of Education (DET)

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 or it is published on the college's website <http://www.naturecare.com.au/students/?id=82> or <http://www.naturecare.com.au/enrolment/?id=38>

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.
- 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

Unsigned applications will not be processed

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.

Please return your completed application form to:

Student and Learning Services Admissions
46 Nicholson Street St Leonards NSW 2065 AUSTRALIA
Tel: 02 8423 8333 Fax: 02 9436 0503 Electronic submissions to info@naturecare.com.au

Statement of VET Tuition Assurance

Statement of VET Tuition Assurance

- 1 Nature Care College Pty Ltd ABN: 77 105 282 264 ACN: 105 282 264 (the first provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event we cease to provide a VET course of study in which a student is enrolled.
- 2 These requirements are covered under Schedule 1A to the *Higher Education Support Act 2003* (the Act) and chapter 3 of the *VET Guidelines 2013* (the VET Guidelines). The meaning of 'ceasing to provide a VET course of study' is set out in the VET Guidelines which are available from: <http://www.comlaw.gov.au/Series/F2013L01509>.
- 3 In the event we cease to provide a VET course of study in which a student is enrolled, the student is entitled to a choice of:
 - a) an offer of a place in a similar VET course of study with a second provider without any requirement to pay the second provider any tuition fee for any replacement VET units (this is known as the 'VET Course Assurance Option')OR
 - b) a refund of the student's up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study in which the student is enrolled or commences but does not complete because we cease to provide the VET course of study of which the unit forms part (this is known as the 'VET Tuition Fee Repayment Option')
- 4 We have met the VET tuition assurance requirements, as specified in the VET Guidelines, through current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme– VET (ASTAS – VET), (the Scheme). Contact details for **ACPET Administrator** (TAS Administrator) are:

Australian Council for Private Education and Training (ACPET)

Level 1, 66 Berry Street
North Sydney NSW 2060
or
PO Box Q1076
Sydney NSW 2000

Website: www.acpet.edu.au

Phone: 1800 657 644 (toll-free in NSW) (02) 9922 1124

Fax: (02) 9922 6042

email: nsw@acpet.edu.au

- 5 If we cease to provide a VET course of study, the TAS Administrator will send a student enrolled in the VET course of study a written VET Tuition Assurance Offer (the Offer) advising the student of the options available under the VET tuition assurance requirements. The Offer will include directions that the student must follow in order to notify the TAS Administrator of the choice they have made for each affected VET unit. The TAS Administrator will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries that we have ceased to provide the VET course of study.
- 6 For the purposes of VET FEE-HELP, all courses offered by us, in accordance with the course requirements of clause 45 of Schedule 1A to the Act, are covered by the Scheme as part of our membership of the Scheme.

The VET course/s of study for which Nature Care College has ASTAS-VET membership are:

- CHC51712 Diploma of Counselling

- 7 A student may choose either:
- a) the VET Course Assurance Option
 - b) the VET Tuition Fee Repayment Option

These options are explained below.

The VET Course Assurance Option

- 8 Under the VET course assurance option, a student will be offered a place in a similar VET course of study by the TAS Administrator. If the student accepts this option, the TAS Administrator will make all necessary arrangements to ensure the student is able to enrol with the second provider in a similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the second provider any tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). A student will receive full credit from the second provider for any VET units of study successfully completed with the first provider.
- 9 The second provider nominated by the TAS Administrator may have different tuition fees to the fees the student would have paid for VET units of study that were part of the VET course of study we ceased to provide but which the student had not yet started studying.
- 10 A student is not obliged to enrol in a VET course of study with a second provider offered by the TAS Administrator under the VET Course Assurance Option. However, if the student enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the first provider or to offer replacement VET unit/s free of charge.

The VET Tuition Fee Repayment Option

- 11 Under the VET Tuition Fee Repayment Option, the TAS Administrator undertakes to pay the student the total of any up-front payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

Publication

The method this Statement of VET Tuition Assurance will be made public to students will be on our website at <http://www.naturecare.com.au/enrolment/?id=65>

Students will be advised where the Statement of VET Tuition Assurance may be obtained as part of our enrolment information.