



## Initial Application for Enrolment: Domestic Students Advanced Diplomas, Diplomas & Certificate IV Level Courses

### Selection Process

For Vocational Education and Training (VET) courses, Nature Care does not require students to have any specific prior knowledge or a particular University Admissions Index (UAI) for course entry.

Students will be granted entry on the basis of their personal statement demonstrating that they meet the following selection criteria:

1. A commitment to enquiry and study
2. An interest for a career in or pursuing knowledge of the Natural Therapies Industry
3. An enthusiasm for collaboration and team work
4. Evidence that the applicant will make good use of their time at Nature Care College
5. To participate in learning activities applicants need to be capable of an independent level of written and spoken English. Applicants are encouraged to self-assess their language, literacy and numeracy needs and indicate these on the Application for Enrolment Form. For domestic students for whom English is not their first language, it is not necessary to provide certification of your English level; however it is recommended that your language proficiency is equivalent to an IELTS score of 6 or a TOEFL of 550 academic. Students with learning difficulties beyond our areas of expertise are referred to external specialist agencies
6. An appointment with the applicant by phone or in person may be requested prior to enrolment

### 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.

### Entry Requirements Advanced Diplomas, Diplomas & Certificate IV Courses

- To qualify for admission course entry is through high school matriculation or mature age entry of 21 years and over
- Writing and submitting a personal statement indicating your special areas of interest, any related experience, and/or accredited educational training you may have, and why you wish to do the course (limited to one page)
- Applicants must satisfy all pre-requisite requirements of the qualification for which they are applying *i.e. Certificate IV in Massage Therapy Practice is a pre-requisite for Diploma of Remedial Massage*
- 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 Remedial Massage                 | HLT50307 | Diploma component only |
| Diploma of Aromatherapy                     | HLT51407 | Diploma component only |
| Advanced Diploma of Naturopathy             | HLT60507 | Entire qualification   |
| Advanced Diploma of Western Herbal Medicine | HLT60107 | Entire qualification   |
| Advanced Diploma of Homoeopathy             | HLT60607 | Entire qualification   |
| Advanced Diploma of Nutritional Medicine    | HLT61007 | Entire qualification   |
| Diploma of Shiatsu & Oriental Therapies     | HLT50207 | Entire qualification   |
| Diploma of Reflexology                      | HLT51707 | Entire qualification   |

## How to Enrol: Advanced Diplomas, Diplomas and Certificate IV Courses

### Admission:

- **New Students:** In order to enrol, complete the 'Initial Application for Enrolment Form.
- Students enrolled in a VET FEE-HELP enabled course must apply for a FEE-HELP loan or formalise alternative payment arrangements for the course by the end of the census date.
- Students enrolled in non VET FEE-HELP enabled courses: To reserve your place in a course, an initial deposit of 50% of your first term tuition fees together with a \$95.00 Enrolment Fee is required to secure your spot. **The balance of tuition fees for all units of study are due two (2) weeks prior to the commencement of term.**
- Before you lodge your 'Initial Application for Enrolment Form' ensure you have read the Enrolment Terms & Conditions outlined on the back of the form
- Submit the Enrolment Form along with your personal statement and any applicable certified copies of your original documents, including your academic transcripts from high school and any post-secondary studies
- **Submit your application to:**  
Nature Care College Student and Learning Services, Mail: 46 Nicholson Street St Leonards NSW 2065,  
Fax: 02 9437 0820 Phone: 02 8423 8333  
Visit: Monday to Thursday 9.30am to 6.30pm, Friday 9.30am to 2.30pm or Saturday 9.00am to 1.00pm

### Acceptance

- Once your Enrolment Form has been received you will receive an email/letter of acknowledgement. If further information is required you will be informed in this email/letter.
- If an appointment with a Course Advisor is applicable an Advisor will contact you to arrange a suitable time
- Notification of the outcome of your application;
- A Confirmation of Enrolment is sent to eligible applicants confirming that you have secured a place
- Students who are unsuccessful in their application will be notified via email/letter, this communication will state the reason why your application was unsuccessful

## 1. Personal Details

|   |                |  |           |
|---|----------------|--|-----------|
| Have you applied to Nature Care College before? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                | If Yes what is your Student ID Number                              |           |
| Family Name   |                | Given Name/s   |           |
| Date of Birth (DD/MM/YYYY): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |                | Sex: Female <input type="checkbox"/> Male <input type="checkbox"/> |           |
| What is the address of your usual residence? Street Address:  |                |  |           |
| Suburb:   |                | Postcode:  |           |
| What is your postal address? Building/Property Name:  |                |  |           |
| Flat/unit Number:   | Street Number: | Street Name:   |           |
| PO Box or roadside delivery box:  | Suburb:        | State:   | Postcode: |
| Telephone: Mobile   | Work           | Home   |           |
| Email:  |                |  |           |
| Are you: (Select one only) <input type="checkbox"/> An Australian Citizen <input type="checkbox"/> An Australian Permanent Resident* <input type="checkbox"/> A New Zealand citizen                 |                |  |           |
| *Country of citizenship _____   |                |  |           |
| Do you have any special needs? <input type="checkbox"/> Yes* <input type="checkbox"/> No If Yes please specify _____  |                |  |           |
| *A Course Advisor will contact you to arrange a confidential interview  |                |  |           |
| How did you hear about Nature Care College? <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Web search <input type="checkbox"/> Brochure <input type="checkbox"/> 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 a tertiary institution?  Yes  No If Yes, where?

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

## 3. English Language Proficiency

|   |  |
|---|--|
| English is my first language? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>   |  |
| <i>If No please complete details below</i>  |  |
| How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all         |  |
| I have undertaken studies in which the language of instruction was English <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>        |  |
| <i>(Please give details below and supply documentation)</i>   |  |
|   |  |
| I have sat for an English Language Test (TOEFL, IELTS) within the past two years <span style="float: right;"><input type="checkbox"/> *Yes <input type="checkbox"/> No</span> |  |
| Test Name:  | Test Date: <span style="float: right;">(*Attach original documentation)</span>   |
| Test Score:   |  |
| I will be:  | <input type="checkbox"/> Sitting for a test <span style="float: right;"><input type="checkbox"/> Receiving my results from a test</span> |
| Test Name:  | Test Date:   |



## 7. Statistics (Advanced Diploma, Diploma and Certificate IV Course students 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

| Personal statistical details  |   |
|---|---|
| <p><b>1. Are you of Aboriginal or Torres Strait Islander descent?</b> (Select one only)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes-Aboriginal</p> <p><input type="checkbox"/> Yes-Torres Strait Islander</p> <p><input type="checkbox"/> Yes-Aboriginal &amp; Torres Strait Islander</p>  | <p><b>5. In what country is your residence during the year?</b></p> <p><input type="checkbox"/> Australia Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Other country Name _____</p>   |
| <p><b>2. What is your citizenship status during this year?</b> (Select one only)</p> <p><input type="checkbox"/> Australian Citizen</p> <p><input type="checkbox"/> New Zealand Citizen</p> <p><input type="checkbox"/> Permanent Humanitarian Visa Holder (proof required)</p> <p><input type="checkbox"/> Permanent Visa Holder (not Humanitarian)</p> <p><input type="checkbox"/> Temporary Entry Permit Holder</p> <p><input type="checkbox"/> Other Status</p>   | <p><b>6. In what country were you born?</b></p> <p><input type="checkbox"/> Australia Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Other country Name _____</p>   |
| <p><b>3. If you are a student who is a New Zealand Citizen, has Permanent Residence status, or is the holder of a Permanent Humanitarian Visa, select a statement that best describes your circumstances below.</b></p> <p><input type="checkbox"/> You are residing inside Australia for the Semester or outside Australia as a requirement of the course.</p> <p><input type="checkbox"/> You are residing outside Australia for the Semester but not because of a requirement of the course.</p>   | <p><b>7. If born outside Australia, what year did you arrive in Australia?</b></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>   |
| <p><b>4. In what country is your permanent home address?</b></p> <p><input type="checkbox"/> Australia Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Other country Name _____</p>  | <p><b>8. Do you speak a language other than English at your permanent home residence?</b></p> <p><input type="checkbox"/> Yes Language _____</p> <p><input type="checkbox"/> No</p>   |
| Educational details   |   |
| <p><b>9. What was your highest COMPLETED school level?</b> (select one box only)</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school</p> <p>In which YEAR did you complete that school level?</p> <p>_____</p> <p>Are you still attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><b>10. Previous Qualifications Achieved</b></p> <p><input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificates other than the above</p> <p><b>What was your last year of enrolment in the course which was your highest level of attainment?</b></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>  |
| <p><b>11. If you are an Australian school leaver, what was your home postcode in your last year of secondary school?</b></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>   | <p><b>12. What is your highest level of educational participation prior to commencement of your studies?</b> (select one only)</p> <p><input type="checkbox"/> Postgraduate course</p> <p><input type="checkbox"/> Bachelor Degree course</p> <p><input type="checkbox"/> Higher Education Sub-degree course</p> <p><input type="checkbox"/> Incomplete Higher Education course</p> <p><input type="checkbox"/> TAFE award course</p> <p><input type="checkbox"/> Final year of secondary education at school or TAFE</p> <p><input type="checkbox"/> Other qualification or certificate of attainment or competence</p> <p><input type="checkbox"/> No prior educational attainment</p> <p><b>What was your last year of enrolment in the course which is your highest level of participation?</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> |

|   |   |
|---|---|
| <p><b>13. If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied</b></p> <p>_____</p>   | <p><b>14. Do you have a disability, impairment or long-term medical condition which may affect your studies</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p><b>15. If “Yes” to 13 please indicate the area/s of impairment:</b> <input type="checkbox"/> Hearing <input type="checkbox"/> Learning <input type="checkbox"/> Vision<br/> <input type="checkbox"/> Mobility <input type="checkbox"/> Physical <input type="checkbox"/> Medical <input type="checkbox"/> Intellectual<br/> <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment</p> <p>Would you like to receive advice on support services, equipment and facilities which may assist you?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |   |

| Employment Status   | Reason for Study   |
|---|--|
| <p><b>16. What is your employment status?</b><br/>           (Select one only)</p> <p><b>Employed</b></p> <p><input type="checkbox"/> Full-time employee<br/> <input type="checkbox"/> Part-time employee<br/> <input type="checkbox"/> Self-employed – not employing others<br/> <input type="checkbox"/> Employer<br/> <input type="checkbox"/> Employed-unpaid worker in a family business</p> <p><b>Unemployed</b></p> <p><input type="checkbox"/> Unemployed – seeking full-time work<br/> <input type="checkbox"/> Unemployed – seeking part-time work</p> <p><b>Not In the Labour Force</b></p> <p><input type="checkbox"/> Not employed – not seeking employment<br/> <input type="checkbox"/> Other Status</p> | <p><b>17. What is your reason for study?</b><br/>           (Select one only)</p> <p><input type="checkbox"/> To get a job<br/> <input type="checkbox"/> To develop my existing business<br/> <input type="checkbox"/> To start my own business<br/> <input type="checkbox"/> To try for a different career<br/> <input type="checkbox"/> To get a better job or promotion<br/> <input type="checkbox"/> It was a requirement of my job<br/> <input type="checkbox"/> I wanted extra skills for my job<br/> <input type="checkbox"/> To get into another course of study<br/> <input type="checkbox"/> Other reasons<br/> <input type="checkbox"/> For personal interest or self-development</p> |
| <p><i>I hereby declare that the information provided is correct and complete:</i></p> <p style="text-align: right;"><b>Signature</b> _____ <b>Date</b> ___/___/___</p>  |  |

## 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](http://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.

### Census dates for 2012

Summer School census due date: 10 February 2012

Term One census due date: 9 March 2012

Term Two census due date: 25 June 2012

Term Three census due date: 8 October 2012

Within 28 days of the census date VET FEE-HELP students will receive 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\*.

5. **Refund/Withdrawal Policy: 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.
7. **Distance Learning Extensions:** Students have one (1) term to complete a module via distance learning format in-line with on campus studies. Students who fail to sit their exam in the specified time will receive a fail did not sit on their academic record.  
**Special Circumstances:** Students are eligible to apply for an extension to be granted an additional one (1) term of study upon written application if you become seriously ill, are a victim of a crime, suffer hardship or trauma. Supporting documentation must accompany the written application. An extension fee of \$50.00 is payable per module upon approval of extension application.
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](http://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. The RPL tuition fee is 25% of the published unit/s tuition fee. 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. Students studying a year long modules\* must re-enrol in the same time slot 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. **Deferments:** Students wishing to defer their studies need to apply in writing to a Course Advisor. The term deferment applies to ongoing modules\* within a VET program (e.g. if a student has completed one or two terms in an ongoing subject and cannot complete the year). Deferment will be granted for a period of up to one year. (There is no monetary action on deferments – it refers to deferment of course work only.)

14. 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.
15. 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](http://www.naturecare.com.au).

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

## Enrolment Terms & Conditions for Non VET FEE-HELP Enabled Courses

In order to enrol, return your Application and Enrolment Form to Nature Care College.

1. **New Students:** To reserve your place in a course an initial deposit of 50% of your first term tuition fees together with the \$95 Enrolment Fee per qualification is required to secure your place.
2. Remaining course fees for all units of study within a term, including workshops, are due **two (2) weeks prior to the start of term**. Non compliance will result in the student being ineligible to re-enrol and to receive an Academic Record, Testamur or Statement of Attainment until all outstanding fees have been finalised.
3. All fees are non-refundable and non-transferable unless a unit of study or workshop is cancelled by Nature Care College, in this instance a full refund is provided.
4. **Cancellation/Withdrawal Policy:** Credits can be granted for course fees paid, less a \$40 administration fee per unit of study, 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.
5. **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.
6. **A 10% late surcharge penalty is applied to any outstanding balance as at the first day of term.**
7. **Deferments:** Students wishing to defer their studies need to apply in writing to a Course Advisor. The term deferment applies to ongoing modules\* within a VET program (e.g. if a student has completed one or two terms in an ongoing subject and cannot complete the year). Deferment will be granted for a period of up to one year. (There is no monetary action on deferments – it refers to deferment of course work only.)
8. 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 prior to the start of term. Students studying year long units of study must re-enrol in the same time slot each term. Transfer of times for year long ongoing units of study are dependent upon availability.
9. 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 unity of study as deemed necessary.
10. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
11. 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.
12. 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](http://www.naturecare.com.au).

### DISTANCE LEARNING TERMS AND CONDITIONS

1. **Transfers:** Transferring is possible between a Distance Learning studies to on campus studies within the first two (2) weeks of term. Transferring from studies on campus to Distance Learning is also possible within the first two (2) weeks of term. Beyond the first two (2) weeks of term transfers can no longer occur between programs.
2. **Extensions:** Students have one (1) term to complete a module via distance learning format in-line with on campus studies. Students who fail to sit their exam in the specified time will receive a fail did not sit on their academic record. **Special Circumstances:** Students are eligible to apply for an extension to be granted an additional one (1) term of study upon written application if you become seriously ill, are a victim of a crime, suffer hardship or trauma. Supporting documentation must accompany the written application. An extension fee of \$50.00 is payable per module upon approval of extension application

**Grievance Procedure:** Nature Care College has a comprehensive academic and non academic grievance procedure. For full details go to [www.naturecare.com.au](http://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](mailto: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 Department of Education (DET), the NSW Vocational Education Training Accreditation Board (VETAB), Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR).

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.
- 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  |
|--|-------|
| <hr/>  | <hr/> |
| <i>Unsigned applications will not be processed</i> |       |

### Please return your completed application to:

Student and Learning Services  
Admissions  
46 Nicholson Street  
St Leonards NSW 2065  
AUSTRALIA  
Tel 02 8423 8333 Fax: 02 9437 0820

## Statement of VET Tuition Assurance

1. Under the provisions of *Schedule 1A of the Higher Education Support Act 2003 (HESA)* and the associated VET Provider Guidelines Nature Care College Pty Ltd (the First Provider) is required to provide a VET tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in eligible diploma, advanced diploma, graduate certificate and graduate diploma courses it offers. This requirement is to protect students in the event that Nature Care College Pty Ltd ceases to provide a VET course of study in which a student is enrolled. The meaning of 'ceasing to provide a VET course of study' is set out at clause 3.1.25 of the VET Provider Guidelines. A copy of these is available from:

[http://www.deewr.gov.au/Skills/Programs/VetFeeHelp/UsefulPublications/Documents/VET\\_Provider\\_Guidelines.pdf](http://www.deewr.gov.au/Skills/Programs/VetFeeHelp/UsefulPublications/Documents/VET_Provider_Guidelines.pdf)

2. In the event that Nature Care College Pty Ltd ceases 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 VET tuition fee for any replacement VET units (this is known as the "**VET Course Assurance Option**");
- OR**
- b) a refund of his or her up-front VET payments for any VET unit of study that the student commences but does not complete because Nature Care College Pty Ltd ceases to provide the VET course of study of which the VET unit forms part (this is known as the "**VET Tuition Fee Repayment Option**")

3. Nature Care College has met the VET tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme-VET (ASTAS-VET).

Contact details for ACPET are: ASTAS-VET Scheme

C/- Australian Council for Private Education and Training (ACPET) Suite 12, Level 14, 329 Pitt Street,

Sydney NSW Australia

Box Q1076, QVB PO, Sydney NSW 1230

Ph: (02) 9264 4490 Fax: (02) 9264 4550

E-mail [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au)

4. If Nature Care College Pty Ltd ceases to provide a VET course of study, ACPET 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 ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within twenty *Business Days* after it knows, or should know by reasonable enquiries that the Nature Care College has ceased to provide the VET course of study.

5. The VET course/s of study for which Nature Care College Pty Ltd has ACPET ASTAS-VET membership are:

- HLT60607 Advanced Diploma of Homoeopathy
- HLT60507 Advanced Diploma of Naturopathy
- HLT61007 Advanced Diploma of Nutritional Medicine
- HLT60107 Advanced Diploma of Western Herbal Medicine
- HLT51407 Diploma of Aromatherapy
- 91282NSW Diploma of Reflexology
- HLT50307 Diploma of Remedial Massage
- HLT50207 Diploma of Shiatsu and Oriental Therapies

6. A student may choose either:

### **The VET Course Assurance Option:**

7. Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET. If the student accepts this option, ACPET will make all necessary arrangements to ensure a student is able to enrol with the Second Provider in the 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 VET 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 at Nature Care College Pty Ltd.

8. The Second Provider nominated by ACPET may have different VET tuition fees to the fees the student would have paid for VET units of study which were part of the VET course of study the Nature Care College Pty Ltd ceased to provide but which the student had not yet started studying.

9. A student is not obliged to enrol in a VET course of study with a Second Provider offered by ACPET under the VET Course Assurance Option. However, if he/she 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 Nature Care College Pty Ltd or to offer replacement VET unit/s free of charge.

**OR**

### **The VET Tuition Fee Repayment Option**

10. Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front VET 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.