



## Application for Enrolment: Continuing Professional Education Courses (CPE Courses)

### Entry Requirements:

Nature Care College's Continuing Professional Education seminars offer paths to qualified practitioners and students to further their knowledge and skill base. All seminars meet stringent industry requirements and are eligible for CPE points with the major associations. For further information on entry requirements and full course descriptions, please refer to the Timetable or website [www.naturecare.com.au](http://www.naturecare.com.au) and click on Continuing Professional Education under Course Finder

### How to Enrol:

- If you are enrolling into a Continuing Professional Education course you have the option of not needing to complete this Enrolment Form as our Student and Learning Services team can promptly process your enrolment over the phone please call 02 8423 8333 for bookings or alternatively submit your application to:

**Nature Care College Student & Learning Services**, Mail: 46 Nicholson Street St Leonards NSW 2065,  
Fax 02 9437 0820 Email: your application to [info@naturecare.com.au](mailto:info@naturecare.com.au)  
Visit: Monday to Thursday 9.30am to 6.30pm, Friday 9.30am to 2.30pm or Saturday 9.00am to 1.00pm

- To reserve your place, a deposit of 50% of the course fee is required
- The balance of course fees are due two (2) weeks prior to the commencement of your CPE course**  
Confirmation of Enrolment will be emailed to you within 24 hours of enrolment

### 1. Personal Details

Have studied at Nature Care College before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what is your Student ID Number			
Surname 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:	
Flat/unit Number:	Street Number:	Street Name:	
PO Box or roadside delivery box:		Suburb:	State: Postcode:
Telephone: Mobile		Work	Home
Email:			
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			
<input type="checkbox"/> I am a Nature Care College Graduate <input type="checkbox"/> Professional Association			
Emergency Contact Details:			
Name: _____		Contact number: _____	
Relationship: _____			

CPE Subject Code(s)	CPE Subject Name	Fee
1. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
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8. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**2. Payment Options**

Please charge my credit card:  Visa  Mastercard

Card Number:                 Expiry date

Course Fees: Amount \$ \_\_\_\_\_

NCC Graduate or Professional Association discount \$ \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

Cardholder Name (print): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Enrolment Terms & Conditions**

- To reserve your place in a course an initial deposit of 50% of your CPE course fees is required to secure your place.
- Remaining CPE course fees are due **two (2) weeks prior to the start of your CPE course.**
- Non compliance will result in the student being ineligible to attend and/or receive a certificate until all outstanding fees have been finalised.
- 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.
- Cancellation/Withdrawal Policy:** Credits can be granted for course fees paid, less a \$40 administration fee per CPE subject, provided advice of withdrawal is received in writing 1 week prior to the commencement of the course. 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 CPE course. Any course fees outstanding are still due and payable.
- A 10% late surcharge penalty is applied to any outstanding balances as at the commencement of your course.**
- 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.
- 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](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

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.

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 agree to abide by the Enrolment Terms and Conditions of the College.

Signature	Date
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<i>Unsigned applications will not be processed</i>	