



Course Program Re-Enrolment Application Form

How to Re-enrol

- In order to re-enrol, complete the Re-enrolment Application Form, and submit with payment of the deposit to secure your subject selection
- Refer to the Timetable and Course Outline for study guidelines. The Study Plan lists the subjects you are required to enrol into for each term of study
- You enrol on a term-by-term basis as you progress with your studies
- The remaining course tuition fees for all subjects within a term, are due **by the end of the first week of term** unless you have submitted a formal payment plan form. A 10% overdue late payment penalty is applied to any outstanding balance at the end of the first week of term.
- Before you lodge your Re-Enrolment Application Form, please ensure you read the Enrolment Terms and Conditions
- Upon completing the required information & paying the initial course deposit you will receive a Confirmation of Enrolment

Course Program Payment Options

Nature Care has a long history of making natural therapy education accessible & open to everyone. The college offers a range of payment options to assist people with their budgets.

You enrol and pay course tuition fees on a term-by term basis.

Option 1: Receive a 5% Discount

Pay the terms course tuition fees in full upon enrolment to receive a 5% discount.

To receive the 5% discount, you must enrol three weeks prior to the start of the course

Option 2: Pay term by term as you study

You can enrol with a course deposit of \$200 & the Course Program Enrolment Fee of \$95. The balance of the terms course tuition fees is payable by the end of the first week of term.

Option 3: Payment Plan

***For Course Programs excluding the Advanced Diplomas and the Professional Certificate of Natural Remedies.*

The benefit of a payment plan is that it helps you to budget & pay for your studies throughout the 12-week term in weekly instalments. To enrol an initial deposit of \$200 & the Course Program Enrolment Fee of \$95 is required to secure your place in the course program.

A 10% payment plan surcharge is applied to the balance which is then paid off in 12-weekly instalments throughout the term.

***For the Advanced Diplomas and the Professional Certificate of Natural Remedies.*

The benefit of a payment plan is that it helps you to budget & pay for your studies throughout the term and the two-week term break in weekly instalments

To enrol an initial deposit of \$200 & the Course Program Enrolment Fee of \$95 is required to secure your place in the course program. The balance is paid off in 14-weekly instalments for each term of study. (no payment plan surcharge applies for these ****Course Programs**)

Option 4: Payment entire Course Programs fees in advance for a 10% discount

Pay the years course tuition fees in full upon enrolment to receive a 10% discount.

****This option is only applicable for Advanced Diploma Course Programs**

Payment Methods

Complete the Enrolment Form.

You can pay by Eft (electronic fund transfer) please reference your full name in the payment description and email the payment advise to info@naturecare.com.au

Account Name: Nature Care College Pty Ltd

BSB: 484-799

Account: 507252277

OR alternatively you can pay over the telephone using debit/credit card by calling 02 8423 8333 during office hours Tuesday to Friday 9.30am to 3.30pm.

Please note that no card details are stored by Nature Care College

Personal Details

Family Name:

Given Name/s:

Student Number (if known):

Date of Birth (DD/MM/YYYY):

Gender:

I confirm that I over 18 years of age Yes

Telephone: Mobile:

Preferred email for study purposes:

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? No Yes*

If yes, please specify:

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



Nature Care College

Course Program Name	(e.g.: Advanced Diploma of Clinical Naturopathy)
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Subject Selection Please select your subjects from the Timetable	When	Course Tuition Fee
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Enrolment Terms and Conditions

To enrol, return your Initial Application for Enrolment Form to Nature Care College.

- To reserve your place in a course an initial deposit of \$200 deposit of your first term tuition fees together with the one off \$95 Course Program Enrolment Fee is required to secure your place.
- The remaining course tuition fees for all subjects within a term, are due **by the end of the first week of term** unless you have submitted a formal payment plan form. A 10% overdue late payment penalty is applied to any outstanding balance at the end of the first week of term.
- 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.
- Cancellation/Withdrawal Policy:** Course Credits can be granted for 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 a subject. 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 tuition fees outstanding are still due and payable.
- Transfers:** A transfer is defined as a change from one course to another within the same term. No fee applies to transfers.
- To assist your budget, course tuition fees are charged on a per term basis rather than annually upfront. All continuing students are required to re-enrol each term at least one week prior to the start of term. You are ineligible to re-enrol or to receive a Transcript of Results or Certificate until all outstanding course tuition fees have been finalised.
- 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 subject as deemed necessary.
- The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
- Course Recognition: Recognition of your elected course of study is available as pre-enrolment information and is published on the Course Outline. Professional Training Association recognition is determined by the Professional Association and maybe subject to change. Whilst the information published on 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.

10. 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 is recommended.
11. By enrolling in a course at the College, students agree to be bound by the Enrolment Terms and Conditions and College Policies as outlined in the Student Handbook.

Grievance Procedure: Nature Care College has a comprehensive academic and non-academic grievance procedure contact Student and Learning Services for details

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.

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.

Declaration and Consent

- I declare that the information supplied is correct and complete
- 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
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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:

Electronic submissions to info@naturecare.com.au
Tel: 02 8423 8333