



## Application for Enrolment: Short Courses and Continuing Professional Education Courses

### Entry Requirements for Short & CPE Courses

You are welcome to enrol if you are 18 years and over. Applicants must satisfy any required pre-requisites if applicable.

### How to Enrol:

- You can enrol & pay on-line at [www.naturecare.com.au](http://www.naturecare.com.au)
- Or enrol by emailing this completed enrolment form to [info@naturecare.com.au](mailto:info@naturecare.com.au)
- Or you can enrol over the telephone with Student & Learning Services on 02 8423 8333
- Full payment is due upon enrolment for Short Courses and CPE courses unless a payment plan option is published on the website
- We recommend you enrol as soon as possible to secure your spot & to contribute to the minimum number of enrolments required for the course to proceed as scheduled
- Confirmation of Enrolment will be emailed to you within 24hrs of enrolment

### Payment Methods

You can enrol securely online with card or Complete the Enrolment Form

#### Payment

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](mailto: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			
Have you studied at Nature Care College before?			Yes      No
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"/>			
Gender: <input type="radio"/> Woman <input type="radio"/> Man <input type="radio"/> Non-binary/gender diverse <input type="radio"/> My gender identity isn't listed here. I identify as: _____ <input type="radio"/> Prefer not to say			
I confirm that I am over 18 years of age      Yes			
What is the address of your usual residence? Street Address:			
Suburb/Town:		Postcode:	Country:
What is your postal address? Building/Property Name/Street Address/PO Box:			
Suburb/Town:		Postcode:	Country:
Mobile Number:			
Email: <b>Please note that you require an email address to receive course material:</b>			
Do you have any special needs?		Yes      No	If yes, please specify:
*A Course Advisor will contact you to arrange a confidential interview			

Course Selection			
Subject Name	Subject Deliver Mode	Time	Course Tuition Fee
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

## Enrolment Terms & Conditions

1. To reserve your place in a course full payment is required upon enrolment for Short Courses and CPE courses unless a payment plan option is published on the website.

### Payment Plan Contract Terms and Conditions

- A Payment Plan provides you with the option of spreading the cost of your short course tuition fees throughout the duration of the short course.
  - Payment plan instalment obligations must be upheld in accordance with this agreement.
  - When paying in instalments, you are still responsible for the full short course tuition fee, even if you withdraw before finishing the instalment payments.
  - Non-compliance of instalments will result in suspension of the course enrolment and the full course tuition fees becoming due and payable immediately.
  - There is a \$25 surcharge for accessing the payment plan option.
2. All fees are non-refundable and non-transferable unless a course is cancelled by Nature Care College in this instance a full refund is provided.
  3. **Cancellation/Withdrawal Policy:** Credits can be granted for course fees paid, less a \$50 administration fee per subject, provided advice of withdrawal is received in writing one week prior to the commencement of the 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.

4. **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.

5. 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 as deemed necessary
6. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
7. As a Nature Care College 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.
8. 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.

**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.

## 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 declare that I have read and fully understand the course outline for the program that I am applying for.
- I agree to abide by the Enrolment Terms and Conditions of the College.

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

Please return your completed application form to:
<p>Student and Learning Services Admissions Tel: 02 8423 8333 Electronic submissions to <a href="mailto:info@naturecare.com.au">info@naturecare.com.au</a></p>