



Initial Application for Enrolment Form - New Learners

Advanced Practitioner of Clinical Naturopathy	Certificate in Energetic Wellbeing
Advanced Practitioner of Clinical Western Herbal Medicine	Certificate in Iridology
Advanced Practitioner of Clinical Nutrition	Certificate in Natural Health
Advanced Practitioner of Homeopathic Therapeutics	Certificate in Western Herbal Remedies
Professional Certificate of Natural Remedies	Certificate in Homeopathy
Professional Certificate of Holistic Wellness Coaching	Certificate in Nutrition
Professional Certificate in Food & Nutrition Coaching	
Professional Certificate in Astrology	
Professional Certificate in Meditation Facilitation	

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 Advisor and download the Course Outline Brochure from the website to gain a full understanding of the Course Program before applying.

Entry Admission Requirements

- You are welcome to enrol if you are of mature age entry of 18 years and above. Nature Care's wide demographic of learners makes learning with like-minded people and enriching and fulfilling experience.
- Prior to enrolment, you can request an online or telephone appointment with a Course Advisor to gain a full understanding of the Course Programs before applying.

How to Enrol:

- To reserve and secure your place in a Course Program an initial deposit of \$295 is required. Being a one-off non-refundable Course Program Enrolment Fee of \$95 and a \$200 deposit that is credited towards your first subject.
- You can enrol on-line at www.naturecare.com.au or you can enrol by emailing the completed Initial Application for Enrolment Form to info@naturecare.com.au
- Refer to Timetable and Course Outline for study guidelines. The Study Plan lists the recommended sequence you are required to enrol into for your first term/study period.
- You enrol and pay on a term-by-term or subject basis as you progress with your studies.
- Before you lodge your Application Form, please ensure you read the Enrolment Terms and Conditions found on this form and published in the online application submission.

Acceptance

- Once you have enrolled online or submitted your completed Initial Application for Enrolment Form a Course Advisor will contact you to discuss your subject selection.
- You will receive a Confirmation of Enrolment by email confirming your enrolment admission.

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 or subject-by-subject basis.

Option 1: Receive a 5% Discount

Pay the term/study period course tuition fees in full upon enrolment to receive a 5% discount.

To receive the 5% discount, you must enrol & pay in full three weeks prior to the start of term/study period for lecturer-led classes or pay in full within 7 days of enrolment for a self-paced delivery subject.

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/study period for lecturer-led class or within 7 days of enrolment for self-paced delivery subjects.

Option 3: Payment Plan: The benefit of a payment plan is that it allows you to pay for the Course Program in weekly or fortnightly instalments.

You can enrol with a course deposit of \$200 & the Course Program Enrolment Fee of \$95. The balance is paid off in weekly or fortnightly instalments. A 10% surcharge applies to the balance when accessing the payment plan option.

***The payment plan surcharge is not applicable for *the Advanced Practitioner and the Professional Certificate of Natural Remedies* course programs.*

Option 4: Payment of Annual Course Program Tuition Fee fees upfront for a 10% discount

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

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

Payment Methods

You can enrol securely online with card or 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



Nature Care College

1. Learners Personal Details

Have you applied to Nature Care College before? Yes No

Family Name: _____ Given Name/s: _____

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

Date of Birth (DD/MM/YYYY):

Gender:

Woman

Man

Non-binary/gender diverse

My gender identity isn't listed here. I identify as: _____

Prefer not to say

I confirm that I am over 18 years of age Yes

Telephone: _____ Mobile: _____

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?	<input type="checkbox"/>	Social Media	<input type="checkbox"/>	Magazine	<input type="checkbox"/>	Advert/Editorial
	<input type="checkbox"/>	Website	<input type="checkbox"/>	Other		

Emergency Contact Details:

Name: _____ Contact number: _____

Relationship: _____

Enrolment Terms & Conditions

1. To reserve your place in a Course Program an initial deposit of \$295 is required. Being a one-off non-refundable Course Program Enrolment Fee of \$95 and a \$200 deposit that is credited towards your first subject.
2. The remaining course tuition fees for all lecturer-led subjects within a term/study period are due at the end of the first week of term/study period or within 7 days of enrolment for a self-paced delivery subject. A 10% late payment penalty is applied to any outstanding balance.
3. 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.

4. **Cancellation/Withdrawal Policy:**

Withdrawal before commencement of a subject

- Learners are eligible to apply and be granted a course credit for the 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 the subject.
- Notification of withdrawal/cancellation is required in writing to info@naturecare.com.au advising the reason for withdrawal.
- Course credits can be used towards the cost of any Nature Care College course and are valid for 12 months.
- The Learner is issued with a Course Credit note in writing within 10 days of the notification of withdrawal/cancellation

Special Circumstances applying for Withdrawal after commencement of a subject

- If after the start of a subject, a Learner becomes seriously ill or has other extenuating special circumstances they may apply to Nature Care College for a course credit for the course tuition fees paid.
- Learners are to apply for consideration of special circumstances in writing to info@naturecare.com.au along with supporting documentation.
- The application and supporting documentation will be accessed and the Learner will be notified of the outcome in writing within 10 days.
- Course credits granted can be used towards the cost of any Nature Care College course and are valid for 12 months

5. **Course Program Deferment Policy**

- Learners enrol on a term by term or subject by subject basis as they progress with their Course Program studies.
- Following the completion of a term or subject Learners are eligible to defer the Course Program and put their studies on hold for a period of 12 months.
- Notification of deferral is required in writing to info@naturecare.com.au
- Learners who wish to defer for over the 12 months deferment period can withdraw from the Course Program without penalty and re-apply. Full academic credit is applied for all completed subjects provided academic currency is within a period of five years.
- Learners who do not return from deferment after the 12-month deferment period will be formally withdrawn from the Course Program

6. **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.

7. **Payment Plans:** The benefit of a payment plan is that it allows you to pay for your course program in weekly or fortnightly instalments. A 10% surcharge applies to the balance when accessing the payment plan option. The surcharge is not applicable to the Advanced Practitioner and Professional Certificate of Natural Remedies Course Programs. Non-compliance of agreed instalments in-line with the Payment Plan Contract will result in access to the course material being suspended and outstanding fees becoming due and payable immediately.
8. To assist your budget, course tuition fees are charged on a per term or subject basis rather than annually upfront. You are ineligible to re-enrol or to receive a Transcript of Results or Certificate until all outstanding course tuition fees have been finalised.
9. The College reserves the right to vary course structure, delivery mode, 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.
10. The College reserves the right to cancel a course, or refuse any enrolment as permitted by law.
11. **Course Recognition:** Recognition of your elected course of study is available as pre-enrolment information and is published in the Course Outline. Professional Training Association recognition is determined by the Professional Association and may be subject to change. Whilst the information published in 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.
12. As a Nature Care College Learner, 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.
13. By enrolling in a course at the college, Learners agree to be bound by the Enrolment Terms and Conditions and College Policies as outlined in the Learners Handbook.

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

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.

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, or it is published on the college's website

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/>
<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:

Student and Learning Services Admissions
Tel: 02 8423 8333 Electronic submissions to info@naturecare.com.au