

# GOVERNMENT FUNDED PAYMENT AGREEMENT FORM

<b>1</b>	<b>PERSONAL DETAILS</b>	
SURNAME:		
GIVEN NAME:		MIDDLE NAME:

<b>2</b>	<b>POLICY – FEES</b>		
	<b>Tuition Fee 2011</b>	<b>Tuition Fee 2012</b>	<b>Total Fees</b>
Please tick the course that applies to you <input checked="" type="checkbox"/>	<small>1/1/2011 to 31/12/2011</small>	<small>1/1/2012 to 31/12/2012</small>	
<input type="checkbox"/> HLT60507 Advanced Diploma in Naturopathy	\$375.00	\$375.00	
<input type="checkbox"/> HLT61007 Advanced Diploma in Nutritional Medicine	\$375.00	\$375.00	
<input type="checkbox"/> HLT60107 Advanced Diploma in Western Herbal Medicine	\$375.00	\$375.00	
<input type="checkbox"/> HLT50307 Diploma in Remedial Massage	\$375.00	\$375.00	
<input type="checkbox"/> HLT40307 Certificate IV in Massage Therapy Practice	\$187.50	\$187.50	

<b>3</b>	<b>FUNDING INFORMATION</b>
<p>This training is delivered with Victorian Government funding under the Victorian Training Guarantee.</p> <p>You are eligible for a government-subsidised training place if you are:</p> <ul style="list-style-type: none"> <li>A citizen, permanent resident of Australia or other specific visa category holder.</li> <li>Are under 20 years old, no matter what accredited course you are doing.</li> <li>Undertaking an accredited course that is higher than any you have completed in the past.</li> <li>Residing in Victoria.</li> </ul> <p>All State Government Administration fees are set by the State Government each year. The National College Traditional Medicine have chosen to charge the minimum allowable calendar year fee for all courses.</p> <p>Concession fees are not available for the above courses.</p> <p>The State Government required that Tuition fees for funded training are charged on a per calendar year basis. This means that an additional 12 month Tuition fee must be charged to students who have not completed courses by the end of each calendar year. Students will be invoiced for the next calendar year at the start of that year.</p>	



<b>6</b>	<b>POLICY –REFUNDS</b>	
<b>Purpose:</b>	To ensure that an equitable fee structure and a fair and reasonable refund policy is applied.	
<b>Related Documents/Standards:</b>	<p><b>AQTF 2007: Conditions of Registration: 5.</b> The RTO must protect fees paid in advance and have a fair and reasonable refund policy.</p> <p><b>Skills Reform:</b> Implementation framework for training providers V1.1, 5.3.2. Tuition fees are based on the fees set out in this schedule. Tuition fees are calculated and charged on a calendar year basis i.e. Tuition fees will be charged to all students still active as of the 1 January each year. Please see website below:  <a href="http://www.skills.vic.gov.au/get-training/fees/government-funded-courses">http://www.skills.vic.gov.au/get-training/fees/government-funded-courses</a></p>	
<b>Policy</b>	<ul style="list-style-type: none"> <li>▪ All student fees will be refunded if National College of Traditional Medicine cancels or postpones course commencement by more than four weeks, unless alternative arrangements can be made which are acceptable to the student.</li> <li>▪ <b>2009 Ministerial Directions</b> Section 6 – Refunds 6.1 If a student withdraws, by written notice, from government-funded training or further education at any time <u>up until 4 weeks</u> after the scheduled commencement date of the course, the provider must refund the tuition fees paid in respect of the enrolment in excess of the minimum fee.</li> </ul>	
<b>7</b>	<b>PROCEDURES</b>	
<b>Payment arrangements:</b>	<ul style="list-style-type: none"> <li>• This signed payment Agreement must be returned prior to enrolment.</li> <li>• A tuition fee must be paid in full prior to course commencement.</li> <li>• Fees are accepted via direct deposit, credit card, cash or cheque.</li> </ul>	
<b>Refunds:</b>	<ul style="list-style-type: none"> <li>• Refunds are willingly made in accordance with the policy.</li> <li>• Refunds will be returned via Direct Deposit into the students account.</li> <li>• All refunds are finalised within 14 days of the written request.</li> </ul>	
<b>8</b>	<b>STUDENT DECLARATION</b>	
<p>I (PLEASE PRINT NAME) _____  agree to pay \$ _____ being the deposit/full payment for _____ (Course title),  commencing on _____ (course commencement date) for the training program outlined. I have read and understood the Policy – fees and refunds supplied by The National College of Traditional Medicine. I agree to the refund policy as outlined on this agreement. I understand that a qualification or statement of attainment cannot be issued until all fees are paid.</p> <p>I understand that the monies are non-refundable and understand that if due to financial, political or any other reason the College has to cease operating, the College’s obligation will be limited to providing tuition for completing only the subject for which payment has been made in advance.</p> <p><u>I acknowledge the unreserved right of the National College of Traditional Medicine to alter its course curriculum or fee structure as it sees fit.</u></p> <p>I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct.</p> <p>Student Signature: _____ Date: _____</p>		
<p><b>Please return the completed form to:</b>  The National College of Traditional Medicine  Box 290 SUNSHINE VIC 3020 or  fax us on 03 9311 3501or  scan completed form and e-mail to <a href="mailto:mail@nctm.com.au">mail@nctm.com.au</a></p>		