

OTHER HUMAN COURSES

PAYMENT AGREEMENT FORM

1	PERSONAL DETAILS
SURNAME:	
GIVEN NAME:	MIDDLE NAME:

2	POLICY – FEES
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Course Name Please tick the course that applies to you <input checked="" type="checkbox"/>	Course Fees
<input type="checkbox"/> Reflexognosy Diploma* (Victorian delivery)	\$ 2440.00
<input type="checkbox"/> Reflexognosy Diploma* (NSW Accelerated learning)	\$ 3300.00
<input type="checkbox"/> Diploma of Clinical Hypnotherapy	\$ 7000.00
<input type="checkbox"/> Manufacturing & Dispensing Herbal Medicine program	\$ 695.00
<input type="checkbox"/> Anatomy and Physiology Certificate	\$ 1095.00
<input type="checkbox"/> Western Herbal Medicine Certificate	\$ 1795.00
<input type="checkbox"/> Re-enrolment: (Please specify) _____	\$ _____
<input type="checkbox"/> NCTM Special Offer for (please specify which course): _____	\$ _____
Unique Code: _____	

3	INVOICING DETAILS		The invoice is to be addressed to: (PLEASE PROVIDE ADDRESS OF ORGANISATION OR INDIVIDUAL)
NAME OF INDIVIDUAL/ORGANISATION:			
ADDRESS:			
SUBURB/CITY/TOWN:		STATE:	POSTCODE:
PHONE:	EMAIL ADDRESS to send invoice to:		

5	POLICY –REFUNDS	
Purpose:	To ensure that an equitable fee structure and a fair and reasonable refund policy is applied.	
Related Documents/Standards:	AQTF 2007: Conditions of Registration: 5. The RTO must protect fees paid in advance and have a fair and reasonable refund policy.	
Policy	<ul style="list-style-type: none"> ▪ 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. ▪ Prior to commencement a student may be required to give a one months notice of withdrawal from a course to obtain a full refund of payments, minus an administration fee not exceeding \$200. 	
Refunds Fee for Service In Class Courses	<p>Applications for refunds for in-class courses will only be accepted if they are received, in writing. Refund terms are as follows:</p> <ol style="list-style-type: none"> 1. At least 30 days prior to course commencement - a full refund of fees paid, less an administration fee of \$200 will be returned. 2. Past 30 days and up to 14 days prior to course commencement - a refund of 75% of the course fees paid will be returned or an administration fee of \$200, whichever is the highest. 3. Past 14 days and up to 7 days prior to course commencement - a refund of 50% of course fees paid will be returned. 4. Students are advised to choose their course carefully as once the course has commenced no refunds apply. All monies paid for that course are non-refundable and all course fees still outstanding and payments instalments plans are to be honoured. However transferring is possible between courses within twelve (12) months of commencement. Students will be required to withdraw from their course and then apply for a Credit/transfer. <i>Please see both our withdrawal and our Credit/transfer policy.</i> 	
Refunds Fee for Service Distance Learning Courses	<p>If you have chosen to study the Distance Learning format the following policy applies:</p> <p>Once course materials have been sent out to a student and received by the student studying by correspondence, then the course will be deemed as purchased. All monies paid for that course are non-refundable and non-transferable and all course fees still outstanding and payments instalments plans are to be honoured</p>	
	<p>Students wishing to withdraw from their studies completely once the course has commenced must advise the College in writing. All monies paid for that course are non-refundable and all course fees still outstanding and payments installments plans are to be honored</p>	

6	PROCEDURES	
Payment arrangements:	<ul style="list-style-type: none"> • This signed payment Agreement must be returned prior to enrolment. • A tuition fee must be paid in full prior to course commencement. • Fees are accepted via direct deposit, credit card, cash or cheque. 	
Refunds:	<ul style="list-style-type: none"> • Refunds are willingly made in accordance with the policy. • Refunds will be returned via Direct Deposit into the students account. • All refunds are finalised within 14 days of the written request. 	

7	STUDENT DECLARATION	
<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>Please return the completed form to: The National College of Traditional Medicine Box 290 SUNSHINE VIC 3020 or fax us on 03 9311 3501 or scan completed form and e-mail to mail@nctm.com.au</p>		