

# ENROLMENT FORM

## OTHER HUMAN COURSES

**Please write in BLOCK /CAPITAL LETTERS**

<b>1</b>	<b>PERSONAL DETAILS</b>		
SURNAME:			
GIVEN NAME:		MIDDLE NAME:	
TITLE: <i>(Please tick)</i> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other			
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH:	FORMER SURNAME: (if applicable)	
HOME PHONE: (include area code)	WORK PHONE:(include area code)	FAX:(include area code)	
MOBILE PHONE:		EMAIL ADDRESS:	
VICTORIAN STUDENT NUMBER: (if applicable)			
Do you currently have a Victorian Student Number?			
<input type="checkbox"/> Yes, please specify _____ <input type="checkbox"/> Yes - but I do not know the number. <input type="checkbox"/> No - I have never been issued with a Victorian Student Number.			
Student signature: _____		Date: _____	
<b>2</b>	<b>EMERGENCY CONTACT</b>		
NAME:		RELATIONSHIP:	
PHONE:		MOBILE PHONE:	
<b>3</b>	<b>ADDRESS DETAILS</b>		
RESIDENTIAL ADDRESS:			
SUBURB/CITY/TOWN:		STATE:	POSTCODE:
POSTAL ADDRESS:			
SUBURB/CITY/TOWN:		STATE:	POSTCODE:

<b>4</b>	<b>LANGUAGE AND CULTURAL DIVERSITY DETAILS</b> (Please tick)
<p>Are you of Aboriginal origin?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Are you of Torres Strait Islander origin?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	
<p>Were you born in Australia?      <input type="checkbox"/> Yes</p> <p style="padding-left: 150px;"><input type="checkbox"/> No - If not, please specify country of birth? _____</p>	
<b>5</b>	<b>EDUCATION DETAILS</b> (Please tick)
<p>Are you still attending secondary school?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	
<p>What is your highest <b>completed</b> school level?</p> <p><input type="checkbox"/> Completed year 12      <input type="checkbox"/> Completed year 9 or equivalent</p> <p><input type="checkbox"/> Completed year 11      <input type="checkbox"/> Completed year 8 or lower</p> <p><input type="checkbox"/> Completed year 10      <input type="checkbox"/> Did not go to school</p> <p>In which year did you complete that school level? _____</p> <p>Where completed (school name) ? _____</p>	
<b>6</b>	<b>EMPLOYMENT DETAILS</b> (Please tick)
<p>Of the following categories, which best describes your current employment status? (Tick ONE box only)</p>	
<p><input type="checkbox"/> Full-time employee                              <input type="checkbox"/> Employed – unpaid worker in a family business</p> <p><input type="checkbox"/> Part-time employee                              <input type="checkbox"/> Unemployed – seeking full-time work</p> <p><input type="checkbox"/> Self employed – not employing others      <input type="checkbox"/> Unemployed – seeking part-time work</p> <p><input type="checkbox"/> Employer    <input type="checkbox"/> Not employed – not seeking employment</p>	
<b>7</b>	<b>LANGUAGE DETAILS</b> (Please tick)
<p>Do you speak a language other than English at home?</p> <p><input type="checkbox"/> No, English only (<i>Go to disability section</i>)</p> <p><input type="checkbox"/> Yes, other – please specify _____</p> <p>How well do you speak English?      <input type="checkbox"/> Very Well   <input type="checkbox"/> Well   <input type="checkbox"/> Not well   <input type="checkbox"/> Not at all</p>	

**8** **DISABILITY** (Please tick)

Do you consider that you have a disability, impairment or long-term condition? *(You may indicate more than one area)*

- |  |  |
|--|--|
| <input type="checkbox"/> No                | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Vision            | <input type="checkbox"/> Intellectual              |
| <input type="checkbox"/> Hearing/Deaf      | <input type="checkbox"/> Mental Illness            |
| <input type="checkbox"/> Physical          | <input type="checkbox"/> Learning                  |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Acquired Brain Impairment |

**9** **PRIOR QUALIFICATIONS** Please note: Your existing qualifications directly relate to eligibility for funding.

Have you **COMPLETED** any other qualifications?

- No
- 
- Yes, Please select:
- Bachelor Degree or Higher Degree
  - Advanced Diploma or Associate Degree
  - Diploma (or Associate Diploma)
  - Certificate IV (or Advanced Certificate/Technician)
  - Certificate III (or Trade Certificate)
  - Certificate II
  - Certificate I
  - Certificates other than the above  
*(please note: you will need to provide certified photocopies of all documents in order to obtain credits)*

Please provide details of any other accredited training that you have previously **enrolled** in:

Name of courses or qualification: \_\_\_\_\_

Year: \_\_\_\_\_

**10** **PASSPORT PHOTO** Please note that a passport sized photo must accompany each enrolment form.

- I have attached a passport sized photo with this enrolment form.
- I have emailed a passport sized photo to [mail@nctm.com.au](mailto:mail@nctm.com.au)

Please see Specifications For Passport Sized Photos at the end of this document.

**11 ENROLMENT DETAILS**

I would like to enrol in the following course/s:

Reflexognosy Diploma (Victorian delivery)

Reflexognosy Diploma (NSW Accelerated learning)

Diploma of Clinical Hypnotherapy

Manufacturing & Dispensing Herbal Medicine program

Anatomy and Physiology Certificate

Western Herbal Medicine Certificate

Course commencement date: \_\_\_\_\_

**12 STUDY REASON**

Of the following categories, which best describes your main reason for undertaking this course? *(Tick ONE box only)*

To get a job  To develop my existing business

To start my own business  To try for a different career

To get a better job or promotion  It was a requirement of my job

I wanted extra skills for my job  To get into another course of study

For personal interest  For self-development

Other reasons

**13 PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON ANY AWARD GIVEN BY THE COLLEGE:**

\_\_\_\_\_

**14 PLEASE INDICATE WHERE YOU HEARD ABOUT OUR COLLEGE:**

Internet search  Yellow Pages

Word of Mouth (please specify) \_\_\_\_\_

Expo (please specify) \_\_\_\_\_

Magazine (please specify) \_\_\_\_\_

Newspaper (please specify) \_\_\_\_\_

Other Website (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**15 PRIVACY STATEMENT**

I understand that:

NCTM is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the Colleges Privacy policies.

NCTM collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with NCTM privacy commitments, guidelines and procedures for purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at NCTM..

Personal information, including some sensitive and health information, is requested for government and statistical reporting. If any law requires particular information to be collected, NCTM will inform you at the time the collection is to happen. If you do not provide NCTM with the information NCTM collects when you are asked, NCTM will be unable to fulfil some or all enrolment-related and government reporting or statistical requirements, or to maintain your complete academic record.

NCTM will usually disclose information NCTM collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Science and Training and Office of Training and Tertiary Education). In prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies.

You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information NCTM holds about you by contacting NCTM, and you will be advised at the time of your request for access of any applicable fee.

Formal access applications under the Freedom of Information Act can be made to the Colleges, College Administrator, PO Box 290 SUNSHINE VIC 3020, or [mail@nctm.com.au](mailto:mail@nctm.com.au)

I acknowledge and agree to the terms described in this privacy statement:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Details of your application**

*Please read the **Rules & General Information***

## RULES AND GENERAL CONDITIONS

### To qualify for accreditation, a student must be able to fulfil the following obligations:

1. Demonstrate to the College that academic and technical skills have been obtained to a satisfactory degree, through examination and minimum 80% attendance. Students seeking exemption in certain subjects must do so by way of completing a Recognition of Prior Learning form prior to commencement of course including copies of Awards and details of examination results, course outline, and hours of relevant subjects for consideration by the Academic Review Committee. Cost per course is \$77.00(includes GST 10%).
2. Demonstrate that he or she will be a suitable member of the profession, through behaviour and manner.
3. Satisfy all academic, financial, and clinical obligations to the College.

### The College states and/or requires that:

4. Please allow 10 working days from receipt of enrolment for welcome letter and/or course materials to be sent out to you.
5. **Refunds Fee for Service - In Class Courses** Applications for refunds for in-class courses will only be accepted if they are received, in writing. Refund terms are as follows:
  - At least 30 days prior to course commencement - a full refund of fees paid, less an admin fee of \$200 will be returned.
  - 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 admin fee of \$200, whichever is the highest.
  - Past 14 days and up to 7 days prior to course commencement - a refund of 50% of course fees paid will be returned.
  - 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 installments plans are to be honored. 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. Please see both our withdrawal and our Credit/ transfer policy.
6. **Refunds Fee for Service Distance Learning Courses** – If you have chosen to study the Distance Learning format the following policy applies:
  - 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 installments plans are to be honored.
7. 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
8. **Leave of Absence** - Leave of Absence refers to currently enrolled students who wish to take time off from their studies. The fee is \$88.00 for a twelve (12) month period (includes GST). Payment of these fees must be made at the time of submission of the application form.
9. **Credit/Transfers** - In Class Courses and Distance Learning Courses. Applications for transfers for in-class and distance learning courses will only be accepted if they are received, in writing. A \$25 administration fee will be applied to all
10. **Deferments** - A deferral is for new students who have reserved a place but have not commenced studying their course and wish to defer starting their course until the next intake. The fee is \$25.00 for a twelve (12) month period (includes GST). Payment of these fees must be made at the time of submission of the application form.
11. Students on payment plan will be charged an additional 10% plus GST for late payments.
12. Requests for examinations taken outside of scheduled times and venues must be approved and arranged through the National College of Traditional Medicine administration office.
13. Certificates and Diplomas will be ordered at half-yearly intervals and must be collected from the College unless otherwise arranged.
14. Students are strongly advised not to consult with the public until they have graduated, except under the guidance and supervision of a qualified practitioner.

15. The National College of Traditional Medicine, the College Board, lecturers, supervisors or staff will not be held liable in respect of any information, instruction or advice given to any student, ex-student or practitioner, whether directions given at any time or in any situation are followed or not. The courses are given as advice and instruction, and anyone carrying out treatment under these conditions must accept full responsibility for such consultation and/or treatment.

**The College reserves the right to:**

16. Make any changes at any time to policy, syllabus, lecturers, guidelines, schedules, costs, administration fees, seminars/tutorials, clinics, etc or any other provision contained in the prospectus or any brochure.
17. Cancel, postpone or consolidate any course should there be, in the opinion of the College, insufficient enrolments prior to the commencement of the course, Enrolled students will be notified, and fees will be credited towards a subsequent course or be refunded if requested in writing.
18. Charge interest on all overdue course fees and/or payment for products ordered at the daily percentage rate equivalent to the prime overdraft rate for the time being applied by Citibank plus GST (10%). This charge applies from 5 working days after due date of payment.
19. To automatically add student details to the College mail list unless otherwise requested by the student in writing not to do so. This request must be in writing.

**Students are requested to contact the College before signing this form if clarification is required of any of the above.**

In signing this I understand that:

- The information provided by me in this application form is correct.
- I have the financial capacity to meet all my course fees and agree to pay all fees as they become due.
- I have read and I understand the Rules and General Conditions.
- I have read through the student handbook booklet explaining the process of credit transfer, RPL and complaints procedure.
- I will inform the College if my contact details change (including mail, email and/or phone).
- I authorise the College to verify the authenticity of my academic/professional qualifications and my work experience and I understand the College may inform other organisations or regulatory agencies if any of the information in my application is not accurate.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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](mailto:mail@nctm.com.au)

## SPECIFICATIONS FOR PASSPORT SIZE PHOTOS

Photos must provide an accurate and recognizable image of the student and should conform to the following specifications:

1. Photos must be taken within last month.
2. Person being photographed should directly face the camera with eyes open.
3. Head of the person should not be tilted up, down, or to the side;
4. Head of the person should cover about 50% of the area of the photo;
5. Make sure photo presents full head from top of hair to bottom of chin.
6. Person should have natural expression.
7. Position subject and lighting so that there are no distracting shadows on the face or background
8. Photograph should be taken with the person in front of a neutral, light-colored background; either white, off white, cream or light grey so that your features are distinguishable and contrast against the background).
9. Photo must be in focus;
10. Centre head within frame (see examples below).
11. Photos in which the person being photographed is wearing sunglasses or other items that detract from the face will not be accepted;
12. Photos of applicants wearing head coverings or hats are only acceptable if due to religious beliefs, and even then may not obscure any portion of the face of the applicant;
13. Photo should be unmounted 45mm high x 35mm wide. (do not trim bigger photos to meet this condition).
14. If you use flash make sure the subject is fairly close to the background to avoid it being underexposed and very dark.



Too close



Too far



Here the subject was about 50cm from the wall.