

ENROLMENT FORM

SURNAME: _____ GIVEN NAMES: _____

ADDRESS: _____

_____ POSTCODE: _____

TELEPHONE (AH): _____ (BH): _____

EMAIL: _____ MOBILE: _____

DRIVER LICENCE NUMBER: _____ SIGHTED BY: _____

OCCUPATION: _____ DATE OF BIRTH: _____

EDUCATIONAL BACKGROUND: _____

COURSE TITLE: _____

Please indicate where you heard about our College:

Yellow Pages Internet Newspaper Expo Passed by Word of Mouth (please specify) _____
Magazine (please specify) _____ Other (please specify) _____

Please ✓ one of the following:

- I am paying in person via cash.
- I will follow the standard payment plan as detailed on the course insert.
- I am paying by cheque or money order. Please allow 10 working days for clearance.
- I am paying by credit card. Please note we only accept Visa or MasterCard.
- I am paying by direct deposit. Please ring the college for details.

CREDIT CARD AUTHORITY (if applicable)

Please charge my BANKCARD/VISA/MASTERCARD account

No

Name on card:

Expiry: Amount Signature.....

Please print your name as you wish it to appear on any Award given by the College:

STUDENT DECLARATION:

I enclose \$ _____ being the deposit/full payment for _____ (Course title),

commencing on _____ (course commencement date). 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. I acknowledge the unreserved right of the National College of Traditional Medicine to alter its course curriculum or fee structure as it sees fit. In addition, I understand that if I do not pay in full for the course then I must select standard or submit my own payment plan for approval, and that no enrolment will be accepted without choice and approval of payments. There is a 15% administration fee for Standard Payment Plans. Any default in a payment will incur an additional 10% surcharge.

SIGNED: _____ DATED: _____

Please note that a passport photo must accompany enrolment form

PLEASE TURN OVER

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. Once in class courses have commenced or course materials sent out to a student studying by correspondence, then the course will be deemed as purchased. All monies paid for that course are non-refundable and all Ezy pay payments installments are to be honored. Please note that courses are only inter changeable at the discretion of the College CEO.
6. Deferment of the enrolled course may be allowed for a period of up to twelve (12) months from the date of course commencement. Enrolments from 1st July 2005 seeking a deferment will be charged a fee of \$25.00 (incl GST). A further twelve month extension after this date may be granted in certain circumstances. A further fee of \$55.00 (incl GST) will be charged. Requests for deferment must be received in writing by the College, stating the reasons for the deferment application and the effective date of deferment will be the date on which such written notification is received. Places in courses are subject to availability. Payments can be made direct to the College using credit card, cash, money order or cheque, however, cheques must be received at the College 10 days prior to due date for clearance. Dishonoured cheques will incur a 10% late fee and an additional late payment fee of \$66.00 (includes GST).
7. All students are required to notify the college if they wish to defer from any course. Should more than twelve (12) months pass from the date of course commencement, and the student has not made any contact, submitted any assignments or notified the college in writing of their intention to defer and paid the deferment fee, then a re-enrolment fee of \$75.00 will be charged upon return.
8. Students on payment plan will be charged an additional 10% plus GST for late payments.
9. Requests for examinations taken outside of scheduled times and venues must be approved and arranged through the National College of Traditional Medicine administration office.
10. Certificates and Diplomas will be ordered at half-yearly intervals and must be collected from the College unless otherwise arranged.
11. Students are strongly advised not to consult with the public until they have graduated, except under the guidance and supervision of a qualified practitioner.
12. 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:

13. 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.
14. 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.
15. 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.
16. 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 the enrolment form if clarification is required of any of the above.

I have read and I understand the Rules and General Conditions:

Signed Signed Print Name
Dated.....
