

## ENROLMENT FORM

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required.

All data is confidential and is not forwarded to any other party with the exception of the national statistical database to inform future federal funding in Vocational Training or the Victorian Registration and Qualifications Authority.

### 1 PERSONAL DETAILS

Title: *(Please tick)* Mr  Mrs  Miss  Ms  Dr  Other

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Emergency Contact Details: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### 2 COURSE DETAILS

Course/qualification enrolling in: \_\_\_\_\_

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

### 3 LANGUAGE AND CULTURAL DIVERSITY *(Please tick)*

Are you of aboriginal or Torres Strait Islander origin?  
*(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)*

No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

Were you born in Australia? If not, please specify?

Do you speak a language other than English at home?

No, English only *(Go to disability section)*  
 Yes, other – please specify

\_\_\_\_\_

How well do you speak English?  Very Well  Well  Not well  Not at all

### 4 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"/> Vision	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5 EDUCATION** *(Please tick)*

What is your highest completed school level? In which year did you complete that school level

- |                                                         |                                                    |                                               |
|---------------------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Completed year 12              | <input type="checkbox"/> Completed year 11         | <input type="checkbox"/> Completed year 10    |
| <input type="checkbox"/> Completed year 9 or equivalent | <input type="checkbox"/> Completed year 8 or lower | <input type="checkbox"/> Did not go to school |

Are you still attending secondary school? Yes  No

Have you completed any of the following qualifications?

- |                                                                              |                                                                    |
|------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Yes <i>(please tick ANY applicable boxes)</i>       | <input type="checkbox"/> No <i>( Go to the Employment section)</i> |
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Certificate III (or Trade Certificate)    |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate II                            |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate I                             |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than the above         |

**6 EMPLOYMENT**

Of the following categories, which best describes your current employment status? *(Tick ONE box only)*

- |                                                               |                                                                        |
|---------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed – seeking full-time work           |
| <input type="checkbox"/> Self employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work           |
| <input type="checkbox"/> Employer                             | <input type="checkbox"/> Not employed – not seeking employment         |

**7 STUDY REASON**

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

- |                                                           |                                                              |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> To develop my existing business     |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To try for a different career       |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement of my job      |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest            | <input type="checkbox"/> For self-development                |
| <input type="checkbox"/> Other reasons                    |                                                              |

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

\_\_\_\_\_

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

- Yellow Pages  Internet  (specify) \_\_\_\_\_
- Expo  (specify) \_\_\_\_\_
- Word of Mouth  (please specify) \_\_\_\_\_ Newspaper  \_\_\_\_\_
- Magazine  (please specify) \_\_\_\_\_ Other  (please specify) \_\_\_\_\_

**10 PLEASE ✓ ONE OR MORE OF THE FOLLOWING (circle deposit or full payment):**

- I am paying a deposit/full amount in person via cash.
- I am paying a deposit/full amount by cheque or money order. Please allow 10 working days for clearance.
- I am paying a deposit/full amount by credit card. Please note we only accept Visa or MasterCard.
- I am paying a deposit/full amount direct deposit. Please forward transaction confirmation to college via email [mail@nctm.com.au](mailto:mail@nctm.com.au) or fax 03 93113501.

Direct Deposit Details:  
 Bank: ANZ  
 Account Name: National College of Traditional Medicine  
 BSB Number: 013 822  
 Account No. 3487 804 31

- I will follow the standard payment plan as detailed on the course insert after paying my deposit by one of the methods above (**please also tick one of the above**).

**11 CREDIT CARD AUTHORITY (if applicable)**

Please charge my BANKCARD/VISA/MASTERCARD account

No

Name on card: \_\_\_\_\_ (block letters please)

Expiry date: \_\_\_\_\_ Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

**12 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.

**13 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.

I understand that should I defer, payments for the course will continue until all payments are completed. 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.

I have read through the student handbook booklet explaining the process of credit transfer, RPL and complaints procedure:

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

## 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 - 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.
- Refunds 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.
6. 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
7. **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.
8. **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
9. **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.
10. Students on payment plan will be charged an additional 10% plus GST for late payments.
11. Requests for examinations taken outside of scheduled times and venues must be approved and arranged through the National College of Traditional Medicine administration office.
12. Certificates and Diplomas will be ordered at half-yearly intervals and must be collected from the College unless otherwise arranged.
13. Students are strongly advised not to consult with the public until they have graduated, except under the guidance and supervision of a qualified practitioner.
14. 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:

15. 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.
16. 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.
17. 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.
18. 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.**

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

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Dated: \_\_\_\_\_