



ENROLMENT FORM

ANIMAL COURSES

Please write in **BLOCK /CAPITAL LETTERS**

1	PERSONAL DETAILS		
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:	
2	EMERGENCY CONTACT		
NAME:		RELATIONSHIP:	
PHONE:		MOBILE PHONE:	
3	ADDRESS DETAILS		
RESIDENTIAL ADDRESS:			
SUBURB/CITY/TOWN:		STATE:	POSTCODE:
COUNTRY:			
POSTAL ADDRESS:			
SUBURB/CITY/TOWN:		STATE:	POSTCODE:
COUNTRY:			



4 ENROLMENT DETAILS

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

- | | |
|---|---|
| <input type="checkbox"/> Prac. Certificate in Nutrition for Companion Pets
<input type="checkbox"/> Diploma of Companion Pets Natural Health
<input type="checkbox"/> Prac. Certificate in Canine Myofunctional Therapy
<input type="checkbox"/> Diploma of Naturopathy for Companion Pets (incl. Clinical Principles).
<input type="checkbox"/> Diploma of Herbal Medicine for Animals
<input type="checkbox"/> Diploma of Canine Rehabilitation and Well-being | <input type="checkbox"/> Diploma of Equine Nutrition
<input type="checkbox"/> Diploma of Equine Natural Health
<input type="checkbox"/> Prac. Certificate in Equine Myofunctional Therapy
<input type="checkbox"/> Diploma of Equine Naturopathy (incl. Clinical Principles)
<input type="checkbox"/> Combined Package of the Equine & Companion Pets Naturopathy Diploma |
|---|---|

Course commencement date: _____

5 STUDY INFORMATION

Which describes your reason for undertaking the course?

Practical Components of courses.

- To get a job
- To start my own business
- To get a promotion/ requirement of my job
- I wanted extra skills for my job
- For personal interest/ self- development
- To get into another course of study
- To develop my existing business
- To have a career change

If enrolling in Canine or Equine Myofunctional Therapy courses please specify shirt size that is to be ordered and worn for your Practical Workshop week.

Course: *(please tick)*

- Equine Myofunctional Therapy
 - Canine Myofunctional Therapy
- Sex: *(please tick)*
- Male
 - Female
- Shirt Size: _____

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

7 PLEASE INDICATE WHERE YOU HEARD ABOUT OUR COLLEGE:

- Internet search Facebook
- Word of Mouth (please specify) _____
- Expo- ie: Pet Expo (please specify) _____
- Magazine –ie : Equestrian Life or Dog’s Life (please specify) _____
- Newspaper (please specify) _____
- NCTM Website (please specify) _____
- Other (please specify) _____



8 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.

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 1242, Wendouree Village, VIC 3355, or mail@nctm.com.au

The National College of Traditional Medicine is required to provide the Australian Government with student and training activity data which may include information I provide in this enrolment form.

Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data and http://www.skills.vic.gov.au/corporate/statistics/submit_data Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires The National College of Traditional Medicine to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

The National College of Traditional Medicine will disclose some information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office.

The National College of Traditional Medicine and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law. For more information in relation to how student information may be used or disclosed please contact The National College of Traditional Medicine Privacy Officer on phone 03 5338 2851 or email mail@nctm.com.au

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

Student signature: _____ Date: _____



RULES AND GENERAL CONDITIONS

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

- 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. Further information regarding this process may be requested from the NCTM.
- Demonstrate that he or she will be a suitable member of the profession, through behaviour and manner. Satisfy all academic, financial, and clinical obligations to the College.

The College states and/or requires that:

- Please allow 10 working days from receipt of enrolment for welcome letter and/or course materials to be sent out to you. Should this not be possible you will be notified.
- **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.
- **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.
- **Withdrawals:**
 - 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
- **Leave of Absence** - Leave of Absence refers to currently enrolled students who wish to take time off from their studies. The fee is \$350.00 for a twelve (12) month period (includes GST). Payment of these fees must be made at the time of submission of the application form.
- **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 \$110.00 administration fee each will be applied to students that need to transfer in-class dates for equine and canine myofunctional therapy courses. Each transfer will be charged \$110.00.
- **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 \$110.00 for a twelve (12) month period (includes GST). Payment of these fees must be made at the time of submission of the application form.
- **Students on payment plan will be charged an additional 10% plus GST for late payments.**
- Requests for examinations taken outside of scheduled times and venues must be approved and arranged through the National College of Traditional Medicine administration office.



- Certificates and Diplomas will be ordered at monthly intervals and will be mailed out to students unless otherwise arranged.
- Students are strongly advised not to consult with the public until they have graduated, except under the guidance and supervision of a qualified practitioner.
- 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:

- 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.
- 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. Please note this policy does not apply if students are undertaking a Diploma course and an in-class course is a component of that Diploma. In this case the Distance Learning refund policy stated in point 6 will apply.
- 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.
- 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 complete and scan the enrolment form via Email to: mail@nctm.com.au

The National College of Traditional Medicine Pty Ltd

PO Box 1242, Wendouree Village VIC 3355

For assistance please phone: **03 5338 2851**



ANIMAL COURSES

PAYMENT AGREEMENT FORM

1	PERSONAL DETAILS
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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"/> Diploma of Equine Naturopathy (incl. Clinical Principles)	\$ 9,500.00
<input type="checkbox"/> Practising Certificate in Equine Myofunctional Therapy (<i>Blended Delivery – Online & In-Class Practical</i>)	\$ 4,000.00
<input type="checkbox"/> Diploma of Equine Nutrition	\$ 2,700.00
<input type="checkbox"/> Diploma of Herbal Medicine for Animals (<i>including Manufacturing and Dispensing of Herbal Medicine</i>)	\$ 4,000.00
<input type="checkbox"/> Diploma of Equine Natural Health (<i>Pasture Management, Nutrition, Herbal Medicine and Manufacturing and Dispensing</i>)	\$6,500.00
<input type="checkbox"/> Diploma of Naturopathy for Companion Pets (incl Clinical Principles)	\$ 8,500.00
<input type="checkbox"/> Diploma of Canine Rehabilitation and Wellbeing Recovery	\$ 3,500.00
<input type="checkbox"/> Practising Certificate in Canine Myofunctional Therapy (<i>Blended Delivery – Online & In-Class Practical</i>)	\$ 3,100.00
<input type="checkbox"/> Practising Certificate in Nutrition for Companion Pets	\$ 2,200.00
<input type="checkbox"/> Diploma of Companion Pets Natural Health (<i>Nutrition, Herbal Medicine and Manufacturing and Dispensing</i>)	\$6,000.00
<input type="checkbox"/> Re- Enrolment in (please specify) _____	\$ _____
<input type="checkbox"/> Course Transfer for Practical Days in (please specify)_____	\$ _____
<input type="checkbox"/> NCTM SPECIAL OFFER for (please specify which course): _____	\$ _____



3 INVOICING DETAILS The invoice is to be addressed to: (PLEASE PROVIDE ADDRESS OF ORGANISATION OR INDIVIDUAL)

NAME OF INDIVIDUAL: _____

ADDRESS: _____

SUBURB/CITY/TOWN: _____ STATE: _____ POSTCODE: _____

PHONE: _____ EMAIL ADDRESS to send invoice to: _____

4 PAYMENT DETAILS PLEASE SELECT ONE (1) OF THE OPTIONS BELOW:

OPTION 1 I am paying the Deposit / Balance / Full amount (please circle) by cheque or money order. Please make cheque/money order payable to 'The National College of Traditional Medicine'. Amount paid: _____ Please allow 10 working days for clearance. **Please Note: If paying a deposit and then going onto our payment plan you must also select option 4 for the remaining balance.**

OPTION 2 I am paying a Deposit/Balance/Full amount (please circle) by credit card. Please note we only accept Visa or MasterCard. Full Name on card: _____

Credit Card Type: VISA MASTERCARD Amount: \$ _____ Dollars (circle): AU / NZ

Credit Card No:

Expiry Date: / Credit Card Security Number (last 3 digits of the number that appears on the back of your card)

Signature:

Please Note: If paying a deposit and then going onto our payment plan you must also select option 4 for the remaining balance.

OPTION 3 I am paying the Deposit/Balance/Full amount (please circle) by direct deposit. Please email proof of payment to mail@nctm.com.au. Direct Deposit Details:
 Bank: ANZ
 Account Name: National College of Traditional Medicine
 BSB Number: 013 516
 Account No. 4069 25919

Amount paid: _____

Please Note: If paying a deposit and then going onto our payment plan you must also select option 4 for the remaining balance.

OPTION 4 **Please Note: If selecting this option, you must also select either option 1, 2 or 3 for the deposit. Direct Deposit or Credit Card**

I will follow the standard payment plan for my chosen course as detailed on the course insert supplied to me. Monthly Instalments amount: \$ _____ Number of Instalments: _____

My credit card details for the monthly payments (Please note we only accept Visa or MasterCard)
 Full Name on card: _____

Credit Card Type: VISA MASTERCARD Amount: \$ _____ Dollars (circle): AU / NZ

Credit Card No:

Expiry Date: / Credit Card Security Number (last 3 digits of the number that appears on the back of your card)

Signature:



5	POLICY –REFUNDS
Purpose:	To ensure that an equitable fee structure and a fair and reasonable refund policy is applied.
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>
Withdrawals:	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



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 or credit card. <i>Cheques accepted upon request.</i>
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) _____</p> <p>agree to pay \$ _____ being the 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 complete and scan the enrolment form via Email to: mail@nctm.com.au The National College of Traditional Medicine Pty Ltd PO Box 1242, Wendouree Village VIC 3355 For assistance please phone: 03 5338 2851</p>	