



Enrolment Application

Personal details

1. Enter your full name *

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Family name (surname)	
Given names	

2. Enter your birth date

Day/month/year			
----------------	--	--	--

3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

4. Enter your contact details

Home phone		Work phone	
Mobile			
Email address			
Alternate email address (optional)			

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	



6. What is your postal address (if different from above)?

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Postal delivery information (e.g. PO Box 254)	
Suburb, locality or town	
State/territory	
Postcode	

7. Have you studied with the College before?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Do you have your own computer? (You must have your own computer to enrol with the College)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Do you have your own email address? (You must have your own email address to enrol with the College)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Do you have reliable internet access? (You must have reliable internet service to enrol with the College)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Language and cultural diversity

8. In which country were you born?

Australia	<input type="checkbox"/>
Other – please specify	

9. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>
Yes, other – please specify	

10. How well do you speak English?

Very well	<input type="checkbox"/>
well	<input type="checkbox"/>
Not well	<input type="checkbox"/>
Not at all	<input type="checkbox"/>



11. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

12. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N No – Go to question 14

13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Schooling

14. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/> 12
Year 11 or equivalent	<input type="checkbox"/> 11
Year 10 or equivalent	<input type="checkbox"/> 10
Year 9 or equivalent	<input type="checkbox"/> 09
Year 8 or below	<input type="checkbox"/> 08
Never attended school	<input type="checkbox"/> 02 Never completed any primary or secondary level education – go to question 16

15. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the qualifications listed in question 14?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N No – go to question 18



17. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

Employment

18. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Study reason

19. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
Other reasons	<input type="checkbox"/> 11



Unique Student Identifier (USI)

From 1 January 2015, we the College of Natural Healing can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

20. Enter your Unique Student Identifier (USI)

Unique Student Identifier (USI)

--	--	--	--	--	--	--	--	--	--	--

21. How did you hear about the College

Course Details

22. In the space provided below indicate the course/s you wish to enroll into.

	Course Name	Date of course commencement	Time of course	Course fee
1				
2				
3				
4				
5				



Payment

23. Full payment is required prior to attending study at the College of Natural Healing.

Full payment of fees is required prior to attending any unit of study at the College of Natural Healing.	Course Fee	\$
	Enrolment Fee	\$250.00
	2.5% transaction fee (If paying via Credit Card only)	\$
	Amount Paid	\$
	Balance Due	\$

I wish to pay by:	<input type="checkbox"/> Debit Card	Direct deposit payments to: Westpac BSB: 032814 Account No: 455211 Account Name: College of Natural Healing Payment Ref: Your Name or Student Number
	<input type="checkbox"/> Cash (in person only)	
	<input type="checkbox"/> Direct Deposit	
	<input type="checkbox"/> Credit Card (will incur a 2.5% transaction fee)	

I authorise deductions from my credit card for the sum of													\$			
Credit card number																
Expiry date			/			CSC number						Card Type	MasterCard			
													VISA			
Card holder's name as per card																



Enrolment Terms & Conditions

Please read the following terms and conditions carefully before submitting this application.

Submission of this application form does not guarantee a placement or enrollment into the College.

The **enrollment fee** of \$250.00 is payable on enrolment into a course or qualification, and is non-refundable. Upgrade fees to other qualifications/courses/workshop/modules apply.

It is important you read the comprehensive Refund Policy in the Student Handbook before completing this form. The Refund Policy is available on the college website www.collegenaturalhealing.com.au

Cancellation/withdrawal: For Full details please see Student Handbook

Choose your course/workshop/module carefully as unfortunately we cannot accept responsibility for changes in your personal circumstances or work commitments which occur after the commencement of your course. Any outstanding course fees are still due and payable.

Transfers: A transfer is defined as either a change from one workshop/module to another within the same term. No fee applies to transfers prior to the start of term, however once term has started a \$25.00 transfer fee per module is charged as well as any additional course fees.

Outstanding fees will result in the student being ineligible to re-enrol and to receive an Academic Record, or Statement of Attainment or Certificates of Attendance until all outstanding fees have been finalised. Any outstanding fees past the beginning of term will attract a 10% p.a. surcharge on outstanding balances and a \$25.00/month administration fee.

The college reserves the right to **vary course structure**, teaching staff, adjust fees or class schedules at any time. It is at the College's discretion, to discontinue offering a workshop/module at any time as deemed necessary.

The College reserves the right to **cancel a course**, or refuse any enrolment as permitted by law.

By enrolling in a course/ workshop/ module at the College of Natural Healing students agree to be bound by these **Enrolment Terms and Conditions**. The College of Natural Healing is legally obligated to comply with the Australian Quality Training Framework, therefore the maximum periods for **course completion** as outlined in the Course Completion policy and procedure are an indication only, and may be subject to change. **Distance Learning term and Conditions;** student have 10 weeks to complete a module via distance learning format in. Students who fail to satisfactorily complete required assessments in the specified time will receive a 'not yet competent' or 'fail' on their academic record. Students are eligible to apply in writing for an **extension** if they become seriously ill or suffer hardship or trauma, they must supply supporting documentation and each case will be assessed individually. Please refer to the College Student Handbook for further details on extensions. **Completion of work on time:** it is the learner's responsibility to complete assessments in the specified time. Learners are encouraged to access the available resources for this purpose. The College is not responsible for learners who fail to meet the specified requirements. The **privacy of your personal information** is a vital part of our relationship with you as a student. We are committed to maintain the secure custody of your personal information and strictly adhere to the NSW Privacy and Personal Information Protection Act 1998 (NSW). As a part of our functioning as an educational institution the College of Natural Healing holds personal information regarding our students. All information collected is necessary for the conduct of our business as an educational institution. The information is used for a variety of purposes including: student admissions, enrolment and progression, provision of student services, archival purposes, mandatory reporting to external agencies which include the Department of Education (DET), the Australian Skills Quality Authority (ASQA), National Center for Vocational Education Research (NCVER), Department of Home Affairs, and Unique Student Identifier (USI). You can ask us to provide you with access to the personal information we hold about you. All student's information including results are held on an in house content management system, and access through College Administration staff is available.

Language, literacy and numeracy: Before enrolment can be finalised, the College of Natural Healing will require you to complete an assessment for language, literacy and numeracy skills and a questionnaire that will help us to offer our best service to you. The results of these assessments are confidential.

Disclaimer: Courses undertaken with the College of Natural Healing are for educational and instruction purposes. Responsibility lies with the student for any action taken or treatments given before or after competency is attained.

Sources of additional information: Student Handbook.

Complaints: The College of Natural Healing has complaints process for students, detailed information on this process can be found in the Student Handbook or on the College website www.collegenaturalhealing.com.au

Reporting: Under the national reporting obligations, the College of Natural Healing is required to supply information collected on this form to State or Federal Government agencies for purposes of research, statistics and program evaluations. By signing this form and attesting to the validity of the information supplied, you are agreeing to the supply of this information for the stated purposes. No other disclosure will be made without your consent, except as authorized or required by law. On written request, you have the right of access to personal information we hold about you

Disclaimer: Courses undertaken with the College of Natural Healing are for educational and instruction purposes. Responsibility lies with the student for any action taken or treatments given before or after competency is attained.

Sources of additional information: Student Handbook.

Complaints: The College of Natural Healing has complaints process for students, detailed information on this process can be found in the Student Handbook or on the College website www.collegenaturalhealing.com.au

Reporting: Under the national reporting obligations, the College of Natural Healing is required to supply information collected on this form to State or Federal Government agencies for purposes of research, statistics and program evaluations. By signing this form and attesting to the validity of the information supplied, you are agreeing to the supply of this information for the stated purposes. No other disclosure will be made without your consent, except as authorized or required by law. On written request, you have the right of access to personal information we hold about you

The declaration below must be completed for the application to be processed, unsigned applications will be returned unprocessed. Please note enrolment application fees are non-refundable.

	I have read, and agree to the terms of this application
	I declare that I have a copy of the College of Natural Healing Student Handbook and am aware of its contents and conditions.



Privacy Notice and Student Declaration

Under the Data Provision Requirements 2012, the College of Natural Healing is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the College of Natural Healing for statistical, regulatory and research purposes. The College of Natural Healing may disclose your personal information for these purposes to third parties, including:

- School** – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer** – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;**
- NCVER;**
- Organisations** conducting student surveys; and
- Researchers.**

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The declaration below must be completed for the application to be processed.

Student declaration and consent if student over 18 years of age				
Date		First Name		Surname
	I am 18 years of age or older			
	I declare that the information I have provided to the best of my knowledge is true and correct.			
	I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.			

Parent/guardian declaration and consent if under student 18 years of age				
*Parental/guardian consent is required for all students under the age of 18.				
Date		Student First Name		Student Last Name
Parent/guardian first name		Parent/guardian last name		
	I declare that I am the legal parent/guardian of the student mentioned above			
	I declare that the information provided on this form to the best of my knowledge is true and correct.			
	I consent to the collection, use and disclosure of personal information in accordance with the Privacy Notice above.			

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 – Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 – Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 – Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 – Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 – Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 – Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 – Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 – Medical condition'



Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 – Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.