

Trauma Institute

Suite 211 Princess Towers
1 Princess Street, Kew,
Victoria, Australia, 3101
Phone: (03) 9205 7797
Fax: (03) 9855 2524
Website: <http://traumainstitute.com.au>



Advanced Certificate of Trauma Counselling Enrolment Application

First Name: _____

Last Name: _____

Address: _____

Post Code: _____

Date of Birth (dd/mm/yyyy) : _____ / _____ / _____

Gender: Male Female

Phone: (home) _____

(mobile) _____

Email: _____

From time to time, we may contact you through email. Do you agree to this?

Yes No

Our courses and material are provided in English and it is expected that our students are able to meet the English requirement. Please indicate the box that best describes your level of the English language.

Very Well Well Not Well* Not at all*

What is your nationality?

How did you hear about us? (eg. Google, Facebook, Yahoo, Bing, Word of Mouth etc.)

**f you have indicated that you do not speak well or not at all, please read page 6 of the terms and conditions found at the end of the enrolment form.*

Previous and Current Education and Training

What is the highest level of education you have completed? Please indicate after the appropriate education what type of degree (e.g Year 12, Graduate Diploma).

Highest education: _____

State/Country: _____ Year Completed: _____

Please list any courses, training and certifications you have completed or in which you are currently enrolled in the table below. Attach evidence for each claim you make to support your enrolment evaluation (e.g. copies of subject result notices, transcripts, reports, support letters from supervisor, certificates).

COURSE NAME	INSTITUTION	STATE/ COUN-	YEAR COM-

The ideal applicants must normally hold an approved degree or equivalent qualification from an approved tertiary institution. However, under certain circumstances and subject to specific conditions such as work experience, admit others who can show evidence of suitability for candidature. Please include evidence of your eligibility to enroll in the qualification for all qualifications. Please note enrolments cannot be processed without evidence of meeting entry requirements.

Enrolment

Please indicate by ticking the term you wish to apply for.

Term 1: 03 March 2014— 10 August 2014

Term 2: 05 May 2014—05 October 2014

Term 3: 07 July— 07 December 2014

**You must enrol in a term within a minimum of 2 weeks prior to the start of the elected term date. Late and cancellation fees may occur if failure to do so. Your application/enrolment approval can take up to 4 weeks.*

Relevance of the course to career plan or goals

Write your reasons for undertaking this course, including your career plan or goals. Please include any other factors that are relevant to your application, including any relevant experience and education. Attach additional pages if needed to support your claim.

Student Declaration

- This form has been completed by me personally and the information I have given is correct.
- I understand that evidence I provide with my application will need to be verified at enrolment if I am made an offer.
- I consent to Trauma Institute obtaining personal information necessary to complete or verify my application.
- I understand that Trauma Institute will not accept responsibility for incorrectly completed forms, forms sent to the wrong address, or the return of original documents or materials.
- I understand that this application does not guarantee a place in a course.

Your signature:

_____ Date ____ / ____ / ____

Payment Details

Total Amount: \$ _____

Visa Mastercard

Certified Bank Cheque payable to "Trauma Institute"

Credit Card Number:

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

Card Holder's Name:

Expiry Date: _____ / _____

CCV No: _____

Signature of Cardholder:

**All funds must be cleared and paid in full prior to commencing and receiving access to the course.*

Mail to:

Trauma Institute
Suite 210 Princess Towers
1 Princess Street, Kew,
Victoria, Australia, 3101

Fax to: (03) 9855 2524

Email to: admin@traumainsitute.com.au

Terms and conditions

I _____

have read and understood the terms and conditions of the Trauma Institute course.

Signature: _____ Date: _____

TERMS AND CONDITIONS OF COURSE ENROLMENT

Course entry requirements

There are entry requirements for the Advanced Certificate of Trauma Counselling course (see the entry requirements document).

Online Delivery

Trauma Institute provides online delivery with all of their educational courses. Students will be expected to complete their course requirements via distance online learning education course. Students will be responsible for having access to the internet for some or all of their course work for all courses and subjects. This course has a specific academic timetable, formal and informal assessments. Students are responsible for meeting all of these requirements.

Cancellation and refund policy

Your signed enrolment form acts as confirmation that you accept and commit to paying the fees.

Cancellation Fees

7 days notice

\$200 cancellation fee per course.

Less than 7 days notice

\$400 cancellation fee per course.

Course fees

All cancellation requests must be submitted in writing at least 7 days prior to the

start of selected term to the Trauma Institute. The student agrees to pay Trauma Institute in full for the course prior to the cut-off date of enrolment to the selected term. Student requests for refunds must be received before commencement of the course. Once an enrolment is processed and course resources provided it is deemed the student to have received the course.

Deferment

Students are able to defer to the same course for up to 6 months if Trauma Institute has received a request in writing up to 7 days prior to the commencement of a course. If the deferment request is received in less than 7 days prior to a course starting a \$50.00 transfer fee will apply for each course.

Assessment Items

Any assessment materials that need to be re-submitted will incur a \$30.00 resubmission fee. All formal assessments must be completed in the allocated period, if any formal assessments are not completed in the allocated time, students will be deemed Not Yet Competent (NYC) and will be required to pay a re-enrol fee of \$100.00 per submission, but only if the student has applied for and been

granted an extension in writing.

Appeals Procedure

You may request a Not Yet Competent (NYC) assessment result to be reviewed for up to five working days from receipt of the result. Requests for a review of an assessment item must be made in writing.

General

The Advanced Certificate of Trauma Counselling course has a maximum* of 6 months to complete. This time period includes online discussion questions, activities and portfolios. Students may gain extensions on the academic timetable issued up to a maximum of 5 weeks, if they apply in writing prior to the end of the course or subject academic timetable completion date and it is within the full time frame above. No extension can be given over the maximum time allocated.

* Maximum time is at the discretion of the Trauma Institute Education Review Panel. Students must make every endeavour to complete their Trauma Institute course as per their allocated finish dates.

Trauma Institute reserves the right to change course dates, or to cancel courses if necessary. In the event of

a course being cancelled every effort will be made to avoid inconvenience by transferring attendees to other scheduled courses or refund. On enrolment students are confirming they have read the course and student information and are therefore aware of the requirements and structure of the course.

Grievance And Student Complaint Policy

If a student has a grievance or complaint, they can e-mail Trauma Institute. All grievances will be treated with confidentiality and will not be detrimental to the student initiating the complaint.

Access And Equality

Trauma Institute is committed to integrating access and equality principles within all services that we provide to our students.

Anti Discrimination

If you feel you have been discriminated against, e-mail Trauma Institute.

Language, Literacy And Numeracy Support

All courses provided by the Trauma Institute are conducted in English. A proficiency in English is critical to achieving academic success. To be considered for acceptance to any of our courses, you must demonstrate your mastery of English.

Restricted Use

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