

APPLICATION CRITERIA

1. Applicants seeking admission to vocational education courses are required to meet the pre-requisites of the course they are applying for. Where pre-requisites for a course include a current AQF qualification there must be a verified copy of the qualification submitted with this enrolment form.
2. where numbers of applicants exceed the numbers of places available additional criteria may be required.

REFUND POLICY

Please choose your course carefully. All courses are subject to a non-refundable application fee to cover administration costs. The amount of the application fee is 10% of the course cost or \$25 (whichever is the greater) to a maximum of \$450.

The College cannot accept responsibility for changes in work release or personal circumstances.

Refunds for Continuing Education courses will only be available where a minimum of ten working days notice is given of withdrawal from a course.

CANCELLATION POLICY

The College reserves the right to cancel or postpone any course at any time for any reason as determined by the College. Where the College cancels a course, the full course fee, including the application fee, will be refunded.

Students who have made travel arrangements (air fares, etc) to participate in their course are advised to obtain travel insurance to cover potential losses in the event of course cancellation.

PRIVACY STATEMENT

The College on Nursing collects your personal information for administrative use and to provide you with information about our activities and promotions. Please let us know if you do not wish to receive such information. You can gain access to your personal information by contacting the College privacy officer on (02) 9745 7500.

In some courses students may be required to share their work with other students. If you have difficulty with this please contact the College of Nursing or email rtoenquiries@nursing.edu.au

- 1 Registered nurse refers to those nurses **registered** with the appropriate Australian State or Territory Nurses Registration Board. In the case of Victoria it refers to **Division 1 registered nurses**.
- 2 Enrolled nurse refers to those nurses **enrolled** with the appropriate Australian State or Territory Nurses Registration Board. In the case of Victoria it refers to **Division 2 registered nurses**.