



### Assessment of Competence Program Application Form

- Re-entry                       International  
 Registered Nurse             Enrolled Nurse  
 Preferred start date         February         April         July         September

Name as appears on Australian Health Practitioner Regulation Agency (AHPRA) referral letter \_\_\_\_\_

Title (Mr/Mrs/Miss/Ms): \_\_\_\_\_ Surname \_\_\_\_\_

Given names \_\_\_\_\_

Date of birth       Previous surname(or alias) \_\_\_\_\_

Postal address \_\_\_\_\_ State \_\_\_\_\_ Post code \_\_\_\_\_

Residential address whilst undertaking the program if different from above  
 \_\_\_\_\_ State \_\_\_\_\_ Post code \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Details of authorized agent\* (if applicable)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Please include the following documents with this application: 1 original copy of AHPRA referral letter; 2 certified copy of visa, passport or photo ID; 3 criminal record check from country of origin and /or Australia.

#### Nursing and/or midwifery qualifications

Course Name	Country Obtained	Institution	Year Completed

#### Nursing employment history (include last four positions and begin with the most recent)

Employer	Country	Position Held	Status*	Full/Part Time	From-To

\*Note: Person you have authorized to act on your behalf in relation to this application.

\*Note: Under status please specify the capacity in which you were employed (e.g. registered nurse, enrolled nurse, assistant in nursing).

*See over...*

**Other courses attended since arriving in Australia** (e.g. English language courses, TAFE courses, seminars, etc.)

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**Program fee payment method**

Please find enclosed my cheque/money order for the sum of AUD\$ \_\_\_\_\_ made payable to The College of Nursing.

**OR**

Please debit my:     Mastercard     Visa    Amount \$ \_\_\_\_\_

Card No  -  -  -     Expiry date \_\_\_\_\_

Cardholder's name \_\_\_\_\_    Cardholder's signature \_\_\_\_\_

**PLEASE POST YOUR COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS TO:**

Student Services Centre, The College of Nursing, Locked Bag 3030, Burwood NSW 1805  
Telephone (02) 9745 7500 • Facsimile (02) 9745 7501 • Email: [ssc@nursing.edu.au](mailto:ssc@nursing.edu.au)

**Cancellation and Refund Policy**

All applications to withdraw from a course/subject must be in writing to the College of Nursing.

Course fees are refunded when the withdrawal occurs prior to the course census date, less the non-refundable administrative fee. If withdrawal occurs after census date there is no refund. In accordance with the College's Refund Policy:

1. The College reserves the right to cancel or postpone a course or program for any reason determined by The College. In these circumstances a full refund will be made.
2. In some instances courses are subject to non-refundable fees.
3. Details of fees where applicable, are published in the relevant course information and are also available from the College's Student Services Centre.
4. Intention of withdrawal from all courses and programs must be made to the College in writing within the indicated time frame for a refund to be made. Time frames are published in relevant course/program information and also are available from the College's Student Services Centre.
5. Refunds will be processed within fourteen (14) days after receipt of a validated request by the Accounts Department and will be made only by cheque, posted to the recipient.

**Note:** Census date is two weeks after course commencement date. For further information contact the Student Services Centre on 02 9745 7500.

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

Please refer to the College website for fee information.

**PRIVACY ISSUES:** The College of 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's privacy officer on 9745 7500.