



The College of Nursing

ABN 43 000 106 829

Continuing Professional Development Enrolment Form

Are you a: RN EN Other Health Care Professional (please specify)

COURSE DETAILS

Course name

Course dates

APPLICANT'S DETAILS

Title (Miss, Ms, Mrs, Mr, etc) Surname

Given name Date of birth

Address

..... Postcode

Home telephone Mobile no.

Email

Are you of Aboriginal or Torres Strait Island descent? Yes No If yes, please specify

Applicant's signature

EMPLOYMENT DETAILS

Staff position Ward/Unit

Place of employment Local Health District

Work telephone () Speciality

Is your place of employment Private Public Other

NSW HEALTH SUPPORTED COURSES (NSW Health employees)

Enrolment is subject to availability.

Can this applicant be released from your hospital or facility to attend this course? Yes No

Nursing Unit Manager (name) Nursing Unit Manager (signature)

Work telephone Mobile telephone

IMPORTANT NOTICE

ALL COURSE FEES ARE PAYABLE IN FULL ON APPLICATION

THE COLLEGE OF NURSING MEMBERSHIP

Are you a member of this College? Yes No Course fees* Member \$..... Non-member \$.....

*Please refer to the College Continuing Professional Development handbook or website: <http://www.nursing.edu.au>

PAYMENT DETAILS

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

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

Card No - - - Expiry date

Cardholder's name Cardholder's signature

Are you being financially supported by your employer to attend the course(s)? Wages paid while attending: Yes No

PLEASE POST OR FAX YOUR COMPLETED ENROLMENT FORM TO:

**Student Services Centre, The College of Nursing, Locked Bag 3030, Burwood NSW 1805
Telephone (02) 9745 7500 • Facsimile (02) 9745 7501**

The College reserves the right to refuse enrolment to any course or program and to cancel or suspend any program at any time or for any reason as determined by the College.

Application Criteria

Applicants are required to:

1. Be currently registered or enrolled with the Nurses and Midwives Board of Australia (NMBA), or the jurisdiction within which they work and reside. Applicants must provide proof of current registration/enrolment with their application form.
2. Be a registered allied health professional with the relevant Health Profession Board in Australia. The College reserves the right to offer admission to other health professionals on receipt of a written application.

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 may 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 to the Director of Education Services and will be made only by cheque, posted to the recipient.

Note: Census date is ten days after course commencement date (not applicable to CPD courses). For further information contact the Student Services Centre on 02 9745 7500.

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.