



The College of Nursing

incorporating The NSW College of Nursing

Refresher Course Application Form

(please tick box) Registered Nurse Midwifery Aged care

Please complete

Course details

Course no. _____ Course dates _____

Full name (in which you are registered) Ms/Mrs/Mr/Miss _____

Postal address _____

_____ Post code _____

Telephone _____ Mobile _____ Date of birth _____

Email address _____

Registration no. _____ Expiry date _____

Note: please enclose a photocopy of your current authority to practise (receipt).

Nursing and post secondary qualifications

Award	Institution	Year Completed

Nursing/midwifery employment history (include last three positions and begin with most recent)

Employer	Position Held	Full Time/Part Time	From – To

Applicant's Signature _____ Date _____

Payment by Student

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

Please debit my: Bankcard Mastercard Visa Amount \$ _____

Card No --- Expiry Date _____

Cardholder's Name _____ Cardholder's Signature _____

PLEASE POST OR FAX YOUR COMPLETED ENROLMENT FORM TO:
Customer Service Centre, The College of Nursing, Locked Bag 3030, Burwood NSW 1805
Telephone (02) 9745 7500 • Facsimile (02) 9745 7501

Cancellation and Refund Policy

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. Please choose your course carefully. The College cannot accept responsibility for changes in work release or personal circumstances. Students paying for their own air fares are advised to obtain travel insurance to cover potential losses in the event of course cancellation. Refunds will only be given where a minimum of ten working days notice is given of withdrawal from a course. Students are not eligible for a refund when they have transferred from another course for which they did not give the required notice. 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.

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.