

Karuna College

Application Form

I wish to enrol in **Certificate IV in Massage Therapy Practice OR**

Diploma of Remedial Massage : If you are not a graduate of Karuna College please supply evidence of completed Cert IV in Massage at an RTO – otherwise you must apply using the RPL form in addition to this form. If in doubt please contact the course manager.

You can enrol by:

1. Personal attendance at Karuna Clinic (please phone us in advance to ensure the office is attended: ph 42280977)
2. Fax to 02-4227 2638
3. Mail: Karuna College, 122 Church St, Wollongong, 2500

Payment methods:

1. Cash
2. Cheque payable to **Karuna College Pty Ltd**
3. Eftpos
4. Credit card via fax, phone or mail (add 1% surcharge for credit card)

Your enrolment is confirmed on receipt of payment. We regret that we cannot accept enrolments without correct payment.

Surname.....Given names.....

Address.....p/code.....

Phone: (home).....(work).....(mob).....

Male [] Female [] Date of birth:.....(you must be 18 or older during the year of enrolment)

Your qualifications:

Secondary.....Tertiary.....

Do you have any disability which may affect your learning ability? OR a medical condition which requires ongoing prescribed medication?: Please specify.....

If you are unsure about answering these two questions, please arrange an interview with the course manager prior to enrolling.

Where did you hear of our course?.....

Do you intend to apply for Recognition of Prior Learning? If **yes** please complete the RPL form.

Payment:

Your enrolment is accepted when:

- the application form is completed on both sides
- payment is received.
- a passport size photograph of yourself is received by the college.

Fees for term 1 must be paid on enrolment. (Please see "Terms & Conditions" overleaf for Refund Policy.)

Discount

If you are applying for any early bird discount, the full course amount (discounted) is payable on enrolment: see "Early Bird Special Discounts" under Student Information.

I enclose **one** of the following fees:

- Cert IV in Massage: \$1625 for all Term 1 modules (Massage 1/A&P/Student Clinic) OR early bird discount for full course payment(as outlined on Student Information Sheet) \$.....
- Dip of Remedial Massage: \$1650 for all Term 1 modules (Massage 7&5/Symptomatology) OR early bird discount for full course payment(as outlined on Student Information Sheet) \$.....

Please make cheques payable to **Karuna College Pty Ltd**. If paying by credit card by fax or mail, please fill out the card details overleaf.

***Please be sure to include one passport size photograph of yourself to this application.**

The Terms and Conditions must be signed below.

Credit Card payment only: (add 1% surcharge for credit card payment)

Please debit my Visa Mastercard for the amount of \$.....

Card Name..... Card Number _:~::~_ _:~::~_ _:~::~_ _:~::~_

Exp __ / __ Signature.....

Karuna College Terms & Conditions

By signing the enrolment form the student agrees to be bound by the following rules of Karuna College:

***REFUND POLICY please read carefully:**

***Course cancellation prior to commencement of Term 1: full refund less \$300 admin fee.**

***Course cancellation after commencement of Term 1: no refund.**

Deferment

Students may defer study once enrolled to a later year, as described above. A switching fee of \$50 is payable for deferment. Applications for deferment must be in writing.

LATE FEES

Fees must be paid prior to the first day of class each term, otherwise a 10% surcharge on the balance is applied.

Recognition of Prior Learning (RPL)

Students who believe they are eligible to apply for recognition of prior learning (RPL) should request our RPL form. Where the relevant modules have been completed at a recognised training organisation (RTO) the RPL will be granted without challenge test. Where previous learning is gained through study at a non-RTO or through work experience, a challenge test will normally be given. **Applications for RPL must be made on the appropriate form 1 week prior to commencement of Term 1.** A non-refundable fee of \$30 must accompany this form, along with relevant documentation. **No applications for RPL are accepted after the above date.** In many cases, RPL applications for Communication/Practice Management require a challenge examination.

Failure to pass assessments

Where a student has failed an assessment, s/he may apply for re-assessment. A fee of \$50 is payable for re-assessment.

Your Qualification

This will not be issued until all requirements of the qualification have been fulfilled; this includes **attendance, student clinic, home assignments** and the **external first aid certificate.**

Student Appearance & conduct

Students must be suitably attired, clean and tidy, and display good manners and professional conduct at all times. Please trim nails.

Disciplinary action:

A lecturer may expel a student from class for unprofessional conduct. A student may be suspended indefinitely by the Course Manager for unprofessional conduct; disruption or misconduct in class; cheating in assessments; non-payment of fees; being under the influence of alcohol or recreational drugs whilst in class; inappropriate sexual innuendo or politically incorrect references or behaviour. No fees are refunded in case of suspension. A student may appeal this decision, which must be received in writing within seven days of notice of suspension.

Appeals and Grievances

A complaint or grievance must be made in writing to the Course Manager, clearly stating circumstances and reasons for the complaint. The Course Manager will consult the teacher, student, and other members of the Karuna teaching staff, and in doing so try to facilitate a satisfactory resolution to your complaint

Substitution of trainers/content

Karuna College reserves the right to substitute trainers or alter module content at its discretion.

Practice of Massage Techniques

Students are permitted to perform techniques *only taught in the Karuna College curriculum course* The practice of other techniques in class is not acceptable

Personal Boundaries

The Karuna massage course is not in any way a sexual therapy. Inappropriate touching of another person, lack of respect for another person's privacy in undressing/dressing, or politically incorrect sexual innuendo are behaviours not tolerated at the college, and may be grounds for expulsion from class.

Declaration: I release and hold harmless Karuna College Pty Ltd, its principals, staff and agents in respect to any property loss of personal injury that I may sustain while a student at Karuna College.

This document is attached to and forms part of the enrolment application. By signing this document the student agrees to be bound by these rules.

Declaration by student:

I,.....(*print name*) have read and understood the Rules on this document and agree to be bound by them as a condition of my enrolment with Karuna College Pty Ltd. I certify all information by me is true.

Signature:..... Date:.....