



- **REFUND POLICY** please read carefully: **THE TERMS AND CONDITIONS MUST BE SIGNED BELOW.**
- **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 \$75 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 \$20 late fee will be charged.

RECOGNITION OF PRIOR LEARNING (RPL) – application & costs:

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 application fee of \$80 must accompany this form, along with relevant documentation. Then there will be a minimum \$30 fee per module depending on documentation supplied. If a challenge exam is required then the fee is \$80 per module. In many cases, RPL applications for Communication/Practice Management require a challenge examination. There will be absolutely No applications for RPL accepted after the above date.

FAILURE TO PASS ASSESSMENTS: Where a student has failed an assessment, s/he may apply for re-assessment. A fee of \$80 is payable for re-assessment.

ATTENDANCE: You are required to be punctual and regular in attendance. All classes have a 80% Attendance requirement as part of their assessment. Make up classes out of hours will incur a cost for teachers time & assessment.

YOUR QUALIFICATION: This will not be issued until all requirements of the qualification have been fulfilled. This includes: Payments of Fees, attendance, student clinic, home assignments and the external first aid certificate. You must be marked competent in all modules.

STUDENTS APPEARANCE, PERSONAL HYGIENE & CONDUCT: Students must be suitably attired, clean and tidy. They must maintain a high standard of personal hygiene at all times. Please trim nails. Students must display good manners and professional conduct at all times.

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; nonpayment 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 or 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:

(print name) I, 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