



Cairnmillar
INSTITUTE



Application
& Enrolment

Personal Details

Surname _____ Title _____

Given Name/s _____

Preferred Name _____

Full postal address: _____

_____ Postcode _____ State _____

Email _____

Telephone (Home) _____ (Work) _____

(Mobile) _____

Date of Birth ____ / ____ / ____ Country of Birth _____

If you were not born in Australia, what year did you arrive in Australia ____ / ____ / ____

Are you an Australian citizen YES NO

If yes, please provide evidence (passport, birth certificate or citizenship) _____

If not, are you a permanent resident of Australia? YES NO

If no, which country _____

What is your visa classification _____

Are you of Aboriginal or Torres Strait Islander origin YES NO

If yes, which? _____

What language do you speak at home? _____

Do you have a disability, impairment or long-term medical condition that may affect your studies YES NO

If yes, which? Hearing Learning Mobility Visual Medical _____

Other _____

If yes, would you like to receive advice on support services, equipment and facilities that may assist you? YES NO

Name of emergency contact _____ Relationship: _____

(Phone) _____ (Mobile) _____

Program Application Details

Programs

I will be applying for the following program

- Master of Psychotherapy (internship)
- Graduate Diploma of Psychotherapy (internship)
- Master of Psychotherapy
- Graduate Diploma of Psychotherapy
- Graduate Certificate of Counselling and Psychotherapy
- Certificate of Counselling and Psychotherapy

I would like to enrol in the following units for Year _____ Semester _____

Please select units from the Cairnmillar Course Guide.

Code	Unit

I will be studying Fulltime Part-time

Admission to a course of study is normally considered provisional for the first semester of study. Each student's academic progress and behaviour are considered for continuance. Units may be cancelled if there are insufficient enrolments.

Did you attend Year 12? Yes – in year / / No

If yes, in which town/city _____ State _____

Have you previously attended a HEP (Higher Education Provider/Uni) YES NO

If yes, name of most recent provider _____

What qualification was gained? _____

Year / / Student No. for this provider _____

What was your surname while attending this provider _____

Name of any earlier provider _____

What qualification was gained? _____

Enrolment Information

Text Books

Some units will require text books. This cost is not included in unit fees and students need to acquire them before classes commence.

Fees – please tick the appropriate boxes

Cairnmillar Certificate Students

I will be paying my full fees prior to the start of semester

Graduate Certificate, Graduate Diploma and Masters Students

I will be paying my full fees prior to the start of semester

If fees are not paid, you will be required to apply for FEE-HELP.

I will be applying for FEE-HELP this semester.

I have the FEE-HELP Information booklet and Application form

Please provide me with the FEE-HELP Information book & form

I have previously received FEE-HELP via a former Provider and my CHESSN is

Students who fail to pay full fees prior to the beginning of the semester will be charged a \$100.00 per unit penalty

Where did you hear about this course? Radio Newspaper Referral Website

Former or current student Other

Additional Required Documents

Please include the following documents with your application form

Certified copy's of all certificates, degrees along with the transcripts

500 word statement on why you would like to study counseling and Psychology

Your Curriculum Vitae including two contactable referees.

Enrolment Conditions

Cairnmillar reserves the right to terminate a person's participation in a course:

1. If the participant fails to meet the ongoing assessment tasks.
2. If the course is deemed to be beyond his or her ability.
3. If the person is being disruptive in class.
4. If the student breaches the Institute's privacy and ethical conditions.
5. If the student does not accept the Institute's rules.

Cancellation Policy

Cairnmillar reserves the right to alter any of the published arrangements, either before or during a course or to cancel, substitute or terminate a course where necessary.

Withdrawal and Refund Conditions

1. All refund requests must be made in writing to the School Registrar.
2. Cairnmillar does not accept responsibility for any changes in personal circumstances or work commitments of students.
3. Cairnmillar does not take any responsibility for any books or resources purchased or expenses incurred for use in its courses or programs.
4. Different refund arrangements apply for International Students. Please refer to the Information Booklet for Overseas Students.
5. A student who withdraws on or prior to the census date is entitled to receive a refund of his/her tuition fees.

Concessions

Counselling Skills and workshops attract a 10% concession for health care card holders, pensioners, full-time students and people receiving benefits. Those applying for concessions must provide a copy of their student card, social security card, or health care card to the School Registrar when enrolling.

Transfer Policy

Should a student be unable to attend a workshop or counselling skills unit, a substitute attendee is always welcome at no extra charge. Alternatively, we will make a full and prompt refund for cancellations received seven days prior to commencement of the program less a 10% administration fee.

Student Recruitment, Selection Policies and Procedures

For further information go to www.cairnmillar.org.au

Privacy

The Cairnmillar Institute acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000 and complies with these principles whenever personal information as defined by the Act is collected by us.

Fee help

Need help to pay your tuition fees? FEE-HELP can cover all or part of your tuition fees. To find out more go to www.goingtouni.gov.au or call 1800 020 108.

Application to be approved by the Head of School

I approve do not approve of this application

Reason for non approval

Name

Date / /

Signature

Declaration

I have read and agree to all Enrolment Conditions set by Cairnmillar Institute (please tick)

Name

Signature

Date / /

Payment Options

EFTPOS Cash Cheque MasterCard VISA Money Order

Payment \$

Credit Card Number

Expiry Date / /

Signature

Please forward completed application form by post, fax or email to:

School Registrar
Cairnmillar Institute
993 Burke Road, Camberwell VIC 3124

Fax +61 3 9882 9764

Email enquiries@cairnmillar.org.au



Cairnmillar
INSTITUTE

Treatment | Education | Research

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ABN 27 005 085 423
ACN 005 085 423
ACN 120 972 063
CRICOS Provider Number 02781E

Cairnmillar is an environmentally responsible company.

