



FACT SHEET

The Enrolment Process

Welcome to the College's Initial Application and Enrolment procedure. This fact sheet is to assist you understand the enrolment process and helps you understand better what you can expect during your enrolment.

[Read the College Prospectus and or Student Handbook](#)

The College Prospectus and Student Handbook has detailed information in it about the qualification, course, module, workshop you are interested in. It's really important you take the time to read the Prospectus and Student Handbook before you fill in your Initial Enrolment Application form, so that you are fully informed about the College's policies and procedures and what will be expected of you during your enrolment.

[Where to get an Initial Application and Enrolment form](#)

The College may have sent you an Initial Enrolment Application in the post or by email, if you do not have one you can download it yourself by visiting the College website www.collegenaturalhealing.com.au or ringing the College on (02) 7903 9557 and asking them to email or post you an application.

[Filling in the Initial Application and Enrolment form](#)

- Make sure you fill in the form clearly using block letters
- Fill in all sections of the application (do not leave any blank)
- Ensure your supporting documentation is certified by a Justice of the Peace
- Attach your supporting documentation to your application
- Ensure the application fee has been paid (attach your receipt or a copy of your bank transaction)
- Make sure you have signed and dated the form
- Post your completed application into the **College of Natural Healing, PO Box 2108, BATHURST NSW 2795** or email your application to admin@collegenaturalhealing.com.au

[What happens next?](#)

When the College receives your application you will be notified by email letting you know your application has been received and is being processed.

If your Application is in order a staff member will contact you to arrange an interview, this interview is best done face-to-face as it gives you a change to meet your tutor and the administration staff who will be looking after your study needs.



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You will be taken on a tour of the College campus and become familiar with the College facilities.

If you cannot attend the College campus in person you can arrange to have a telephone or SKYPE interview.

What happens in the Interview?

In the interview a staff member will go through the College Student Handbook with you, this is a good time to have your questions ready so the interviewing staff member can answer any queries you may have regarding the course content or College procedures.

You will be asked to complete a Language literacy and numeracy assessment. It is not a test, but rather an assessment tool used to determine if a prospective applicant has the level of skills and ability to complete the course they are applying for. We certainly do not want you to enrol into a course that you will find too difficult and not finish. You should take this time to discuss any special learning requirements you may have so the College can ensure your learning needs are met.

What happens next?

Successful completion of your application will allow you to attend a referencing workshop. Even though this workshop is not compulsory it is strongly recommended you attend as you will receive direct instruction and tuition on academic referencing. The students who have attended this workshop found it very beneficial as it demystified copying, plagiarism, and how to use a wide range of online sources available to students to assist with their studies.

This workshop is done on campus and takes about four hours. There is an additional fee for this workshop.

Acceptance letter from the College

You will receive an acceptance letter from the College via email confirming your enrolment. You will also receive a 'Welcome Pack' that has all the information you will require to complete your studies, including 'Student Centre' login passwords, your student number and support services information.

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