

School of Integrated Body Therapy www.lakespa.com.au

Application for Enrolment / 'Professional Extension' Herbal Medicine Diploma

Rules and General Conditions of Enrolment

To qualify for accreditation, a student must be able to fulfil the following obligations:

1. Demonstrate to School that academic and technical skills have been obtained to a satisfactory degree, through assessment, exam and minimum 85% attendance. Students seeking recognition of prior learning (RPL) do so by way of a written application at least 4 weeks prior to commencement of course/module/workshop/clinic including copies of academic records, course content and hours of relevant subjects, for consideration by the School. RPL will not be granted after the course has commenced. If applicable a full or partial exemption may be granted. Financial exemption does not apply when RPL is granted. RPL application will incur administration fees.
2. Demonstrate that he/she will be a suitable member of the profession, through behaviour, manner and attitude.
3. Satisfy all academic, attendance, financial, ethical and clinical obligations to the School, including payment of fees and/or ordered goods.
4. Students must demonstrate proficiency in English language skills prior to qualifications being awarded.

The School states or requires that:

5. On receipt of the returned application for enrolment form, no further communication is given by the School. Students should contact the School to confirm their application has been received and accepted. The School enrolment fee is strictly non-refundable. Student agrees that all personal arrangements with the School of Integrated Body Therapy remain strictly confidential.
6. Once a course/module/workshop/clinic has commenced all fees are due and owing to the School of Integrated Body Therapy, and no fees are refundable. The School cannot accept responsibility for changes in personal circumstances/work which may occur after commencement of course/module/workshop/clinic.
7. Student must advise in writing if they are pregnant, have a medical condition and/or special learning needs prior to the commencement of any course/module/workshop/clinic. Report any incidents, concerns or injuries immediately to school office.
8. Deferment of enrolled course may be allowed for a maximum period of up to 12 months from date of course/module/workshop/clinic commencement. Administration charges apply. Requests for deferment or refund must be received in writing by the School, stating reasons for the deferment/refund application and the effective date of deferment/refund will be the date of receipt. The student will be liable for any deposit and/or fee increase which may apply for any subsequent course/module/workshop/clinic. Deferment refers to course requirements only, not to course fees. Refund does not apply after course has commenced. Refunds remain the sole discretion of the school.
9. Duration - HLT42015 Certificate IV in Massage Therapy part time 12-18 months, full time 12 months. HLT52015 Diploma of Remedial Massage part time 18-24 months, full time 12-18 months. The time to complete courses is dependent on each individual student and considerations for completion would include if the course is run full time or part time, external study, completion of assignments and student clinic. External professional requirements of associations, health funds, insurers, government regulators and departments and other organisations from time to time set their own requirements for accreditation, acceptance and eligibility. It is understood that SIBT cannot be held responsible for external organisations that may set specific criteria. Re-establishment fees and bridging requirements may apply in all circumstances. Each student application will be assessed on an individual basis. Students can apply to the School of Integrated Body Therapy in writing for a course duration extension if needed. Requests for duration extension and/or deferment must be in writing.
10. Direct Debit payments will be debited from the student's bank account or credit card and an interest/merchandising fee may be charged. After the student has completed and signed the relevant forms, collection of monies due to the School of Integrated Body Therapy may be made by Ezidebit Pty Ltd CAN 096 902 813 (billing agent). G.S.T. will be added where applicable.
11. Administration charges will be imposed for deferment, RPL, refunds, student clinic cancellations and clinic rescheduling, or student clinic no shows, letters, academic records, readers, examinations and assessments taken outside the scheduled time including mailed exams, or requests for course materials/notes. All approved refunds incur fees. Students are advised all fees are revised from time to time and students are responsible to stay informed in regard to fees when applicable. Students are advised they can request the current version of administration fees from the school office or by downloading the Student Handbook from the school's website.
12. Requests for examinations taken externally to the office must be approved and arranged through the school office.
13. The School of Integrated Body Therapy reserves the right to send notes electronically and not provide a hard copy and in signing these conditions of enrolment the student agrees. Students requiring hard copies will be charged an administration fee set by the School of Integrated Body Therapy.
14. A nominal fee may be charged for students participating in Clinics, Massage Labs or other events organised by the School of Integrated Body Therapy.
15. Students accept responsibility for goods ordered by the School of Integrated Body Therapy on their behalf. Payment is required prior to delivery of goods.
16. Students are advised that Clinic cannot commence until after completion of class/module practical assessment. Clinic completion is dependent on clinic date/s availability, student availability and the clinic booking dates requested by the student.
17. Students are not to derive an income from massage until they are qualified as a massage practitioner. Professional Indemnity insurance is highly recommended after qualification.
18. The School, School advisors, teachers, supervisors or staff will not be held liable in respect of any information, instruction or advice given to any student, ex-student or practitioner, whether directions given at any time or in any situation including course /module /workshop /clinic and external activities are followed or not. The course/module/workshop/clinic are given as advice and instruction, and anyone carrying out practical treatment/logged practice under these conditions must accept full responsibility for such practice and treatment.
19. Students are entitled to a copy of the stated qualification relevant to their course. One qualification is included per Diploma or Certificate course. Fees apply for extra copies. Copies of qualifications must be requested by submitting the appropriate request form.
20. Courses/module/workshop/clinic require compulsory attendance. Qualifications cannot be issued until all competencies and listed requirements are completed. It is the student's responsibility to check all dates/times/venues prior to enrolment and to ensure they fully understand all course logistics.
21. The School of Integrated Body Therapy is not responsible for personal items/valuables brought to courses/modules/workshops/clinic. Students must be responsible for their own items and equipment. Tables/equipment must be safe and suitable for a course/module/workshop/clinic environment and meet School of Integrated Body Therapy standards.
22. Student accommodation confirmation will only be given after payment is received. Accommodation is offered with an understanding that all losses whether physical or property remains the responsibility of the tenant/student. Charge may apply if property requires extra cleaning. Accommodation is self catering and personal bedding may be required.
23. Students are required to strictly adhere to the student dress code outlined in the Student Handbook for courses/modules/workshops/clinics.

The School of Integrated Body Therapy reserves the right -

24. To make any changes/revise at any time to its policies, syllabus, lecturers, guidelines, schedules, fees, administration charges, modules, workshops, tutorials, clinic requirements, scholarships etc. or any other provision contained in the school's website, prospectus, any brochure or course materials. Revised rules and guidelines take effect from date guidelines are revised and available by request from the school office.
25. To cancel, postpone or consolidate any course/module/workshop/clinic should there be, in the opinion of the School of Integrated Body Therapy, insufficient enrolments prior to the commencement of the course/module/workshop/clinic. Enrolled students will be notified, and if approved, fees will be credited towards a subsequent course/module/workshop/clinic or may be refunded if requested in writing. Refund requests must be received in writing. Refund does not apply after course/module/workshop/clinic has commenced.
26. To suspend or expel a student at any time and the determination to suspend or expel shall be in the absolute discretion of the School of Integrated Body Therapy.
27. To charge interest on all overdue course fees and/or payment for goods ordered at the annual percentage rate equivalent to the prime overdraft rate for the time being applied by the Commonwealth Bank of Australia plus two percent (2%).
28. To charge a fee of 5-10% of any outstanding balances if student paying by instalments ceases to pay unless an extension has been authorised by School of Integrated Body Therapy in writing.
29. To charge a fee on payments made by credit card, if applicable and to charge Administration fees for services and requests.
30. To automatically add student details to the School of Integrated Body Therapy mailing lists and databases unless otherwise requested by the student in writing and to have their mobile phone number used for text messages regarding clinic reminders.
31. CPE Events/Workshops and Courses are not to be confused with Nationally Recognised Training and/or Training Packages.

Students requested to contact/visit School of Integrated Body Therapy before signing application form if clarification is required of any of the above.