

## PRIVACY STATEMENT

Under the *Data Provision Requirements 2012*, the School of Integrated Body Therapy Pty Ltd (SIBT) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by SIBT for statistical, administrative, regulatory and research purposes. SIBT may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Personal details

**1. Enter your full name\***      Given (first) names \_\_\_\_\_ | Family name (surname) \_\_\_\_\_

\*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want SIBT to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identify document** you choose to use for this purpose. See section on the USI at the end of this form for a details explanation.

**2. Enter your birth date**    Day/month/year \_\_\_\_\_ | **3. Gender (Tick ONE box only)**    Male     Female     Other

**4. Enter your contact details**

**Phone:**      Home: \_\_\_\_\_ | Mobile: \_\_\_\_\_ | Work: \_\_\_\_\_

**Email:** \_\_\_\_\_      **Please advise if you are pregnant:**    Yes     No

**5. What is the address of your usual residence?**

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, part of unbounded address site.

Building/property name		Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	Street name		
Suburb, locality or town	State/territory	Postcode	

**6. What is your postal address (if different from above)?**

Building/property name		Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	Street name		
Suburb, locality or town	State/territory	Postcode	

## Language and cultural diversity

7. In which country were you born? Australia  1011 | Other – please specify \_\_\_\_\_

8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only  1201 | Yes, other – please specify \_\_\_\_\_

9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No  | Yes, Aboriginal  | Yes, Torres Strait Islander

## Disability

10. Do you consider yourself to have a disability, impairment or long-term condition? Yes  | No  No, go to questions 12

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf <input type="checkbox"/> 11	Physical <input type="checkbox"/> 12	Intellectual <input type="checkbox"/> 13	Learning <input type="checkbox"/> 14	Mental illness <input type="checkbox"/> 15
Acquired brain impairment <input type="checkbox"/> 16	Vision <input type="checkbox"/> 17	Medical condition <input type="checkbox"/> 18	Other <input type="checkbox"/> 19	Specify: _____

## Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

Year 12 or equivalent <input type="checkbox"/> 12	Year 10 or equivalent <input type="checkbox"/> 10	Year 8 or below <input type="checkbox"/> 08	Never completed any primary or secondary level education - go to question 14
Year 11 or equivalent <input type="checkbox"/> 11	Year 9 or equivalent <input type="checkbox"/> 09	Never attended school <input type="checkbox"/> 02	

13. Are you still enrolled in secondary or senior secondary education? Yes  Y | No  N

## Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the following qualifications listed in question 15? Yes  | No  No, go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree <input type="checkbox"/> 008	Certificate IV (or adv cert/technician) <input type="checkbox"/> 511	Certificate I <input type="checkbox"/> 524
Advanced diploma or associate degree <input type="checkbox"/> 410	Certificate III (or trade certificate) <input type="checkbox"/> 514	Other education (including certificates or overseas qualifications not listed above) <input type="checkbox"/> 990
Diploma (or associate diploma) <input type="checkbox"/> 420	Certificate II <input type="checkbox"/> 521	

## Employment

16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee <input type="checkbox"/> 01	Employed – unpaid worker in a family business <input type="checkbox"/> 05
Part-time employee <input type="checkbox"/> 02	Unemployed – seeking full-time work <input type="checkbox"/> 06
Self employed – not employing others <input type="checkbox"/> 03	Unemployed – seeking part-time work <input type="checkbox"/> 07
Self employed - employing others <input type="checkbox"/> 04	Not employed – not seeking employment <input type="checkbox"/> 08

## Study reason

17. Of the following categories, which BEST describes your main reason for undertaking this course/trainee-ship/apprenticeship? (Tick ONE box only)

To get a job <input type="checkbox"/> 01	To get a better job or promotion <input type="checkbox"/> 05	To get into another course of study <input type="checkbox"/> 08
To develop my existing business <input type="checkbox"/> 02	It was a requirement of my job <input type="checkbox"/> 06	Personal interest or self-development <input type="checkbox"/> 12
To start my own business <input type="checkbox"/> 03	I wanted extra skills for my job <input type="checkbox"/> 07	Other reasons <input type="checkbox"/> 11
To try for a different career <input type="checkbox"/> 04		

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## Special needs

18. Do you have any special needs the school needs to be aware of and if so please advise how the school may be able to assist you.

Yes	<input type="checkbox"/> Y	No	<input type="checkbox"/> N	Comment:

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## Unique Student Identifier (USI)

From 1 January 2015, SIBT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile divide. Please note that if you would like to specify your gender as "other" you will need to contact the USI Office for assistance.

19. Enter your Unique Student Identifier (USI)

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## Disability supplement

**Introduction** The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

**'11 — Hearing/deaf'** Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

**'12 — Physical'** A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

**'13 — Intellectual'** In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**'14 — Learning'** A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

**'15 — Mental illness'** Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**'16 — Acquired brain impairment'** Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

**'17 — Vision'** This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**'18 — Medical condition'** Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**'19 — Other'** A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

## Enrolment

I wish to enrol in the following course/courses (Please tick boxes)

HLT42015 Certificate IV in Massage Therapy <input type="checkbox"/>			HLT52015 Diploma of Remedial Massage <input type="checkbox"/>		
Other Workshops / Courses / Modules			Venue: <input type="checkbox"/> Charmhaven <input type="checkbox"/> Other (specify):		
<input type="checkbox"/> Remedial	<input type="checkbox"/> Trigger Point	<input type="checkbox"/> Sports Massage	<input type="checkbox"/> Lymphatic Massage	<input type="checkbox"/> Myofascial Release Part 1	
<input type="checkbox"/> Pregnancy Massage	<input type="checkbox"/> Working with Clients Chronic Diseases	<input type="checkbox"/> Reflexology for Relaxation	<input type="checkbox"/> Hot Stone Therapy		
<input type="checkbox"/> Canine Remedial Massage 1	<input type="checkbox"/> Myofascial Release Diploma	<input type="checkbox"/> Workshop: Location _____ Dates: _____			
<input type="checkbox"/> Other (specify):					

### Bridging/Upgrade/Updates

<input type="checkbox"/> A&P	<input type="checkbox"/> Safe Practices	<input type="checkbox"/> Business Studies	<input type="checkbox"/> Professional Expertise	<input type="checkbox"/> Client Care 1 & 2	<input type="checkbox"/> The Law & Work Practices
RPL Fee	Other:				

Course fees must be included with application.

## Payment

<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque/Money order – Please make cheques payable to School of Integrated Body Therapy (not SIBT)				
<input type="checkbox"/> Direct Deposit	BSB: 082 677 - Account No: 695673534 - Account Name: School of Integrated Body Therapy - Bank: NAB Please include your name and "course payment" in description				
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard			
Cardholders name:				Expiry Date: mm/yy	
Card number:					CCV

## Payment, continued

Enrolment Fee \$198 (non refundable)	Payable only if this is your first training with SIBT	\$
HLT42015 Certificate IV in Massage Therapy	Course Fee	\$
HLT52015 Diploma of Remedial Massage	Course Fee	\$
Workshop / Course / Module	Workshop / Course / Module Fee	\$
RPL Fee	RPL Course/Workshop/Title _____	\$
Other		\$
<b>TOTAL FEE</b>		<b>\$</b>
<b>LESS DEPOSIT</b>		<b>\$</b>
Office Use Only:	Amount to be Direct Debited:	\$

## Acknowledge / Sign

I acknowledge that I have read, understand and agree to abide by the Rules and General Conditions as set by the School of Integrated Body Therapy on this application for enrolment and that industry codes of conduct apply while I am a student studying massage. I understand that once a program has commenced (course materials given/emailed) all fees are owed to the School of Integrated Body Therapy. I understand a copy of photo ID will be required for authentication and verification purposes. I understand I will need to apply for a Unique Student Identifier (USI). I also understand that it is my responsibility to stay informed in regard to the School of Integrated Body Therapy's policies and procedures and to ask questions if clarification is required in regard to my participation in the school.

Signed:	Date: / /
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Office Use Only:  Checked  Signed/dated  Receipted on SmartSoft  Course/Direct Debit amount checked  Photo ID copy  
 Enrol \$ \_\_\_\_\_ Direct Debit Form \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Cash/Credit card/Direct Deposit

## Rules and General Conditions of Enrolment

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

1. Demonstrate to the 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. A program is deemed to have commenced once course materials have been given/emailed to the student. The School enrolment fee is strictly non-refundable as is the deposit once a program has commenced. Any refunds are strictly at the discretion of the school as agreed by the student in the application for enrolment once a course/module/workshop has commenced.
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 may apply. Requests for deferment or approved 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. All fees are due and payable until this date. The student will be liable for any deposit and/or fee increase which may apply for any subsequent course/module/workshop/clinic. Course deferment refers to course participation only, and does not refer to course fees. Refund does not apply after course notes, workbooks or materials have been given/emailed or for later enrolments a module has commenced. Refunds remain the sole discretion of the school. The Complaints and Appeals procedure is on the School website.
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. Considerations for completion would include 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 or change specific criteria. Course re-establishment fees/bridging requirements may apply. Each student's application for enrolment 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 required. 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 may 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 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 outside office hours 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. Students are required to strictly adhere to the student dress code outlined in the Student Handbook for courses/modules/workshops/clinics.
23. Students are responsible to read and understand the Student Handbook, Assessment workbooks & any other materials provided for the training.
24. In signing the Rules and General Conditions of enrolment student acknowledge there are administration charges that are applicable in a variety of circumstances. Administration charges can be viewed in the Student Handbook on the website.

### 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. Approved 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.

**Students are requested to contact or visit the School before signing the application form if clarification is required of any of the above.**