



Cairnmillar
INSTITUTE

2010

Application and Enrolment



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.

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.

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 participants.
3. Cairnmillar does not take any responsibility for any books or resources purchased or expenses incurred for use in its courses or programs.

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.

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.

Counselling Skills Units and Workshops

Those wishing to apply for our Counselling Skills Units or any of our workshops should complete the application form. To secure your place in the program, full payment must be made upon enrolment. Payments cannot be made on the day of the workshop.



Application Form

Counselling Skills Programs

Introduction to Counselling Skills

Advanced Counselling Skills

date/s

Personal and Professional Development Programs

Managing Difficult People and Situations

Existential Counselling in Everyday Practice

Managing Anger

Brief Treatment for Problem Gambling

Assertiveness Training

Solution Focused Therapy

Cognitive Behavioural Therapy (CBT)

Bullying at School

Treating Depression Effectively

(Strategies and Interventions for Teachers)

date/s

Name

Company (is sponsored by your workplace)

Attention to (if applicable)

Full postal address

Postcode

Email

Telephone (Home)

(Work)

(Mobile)

Facsimile

Current Occupation



Do you have a disability that we need to be aware of? NO YES

Have you undertaken any previous courses at Cairnmillar? NO YES

If yes, please list course name, completion date and course leader where applicable

Declaration

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

Name

Signature: _____ Date / /

Payment Options

EFTPOS Cash Cheque VISA MasterCard Money Order

Company Payment Direct Deposit Invoice required

Payment \$

Cardholder Name

Credit Card Number

Expiry Date / / Signature

Please note that payment must be made at the time of enrolment to secure a place in the program

* Credit card payments accepted by telephone

* Please make cheques payable to The Cairnmillar Institute

Where did you hear about this course (please tick)

Radio Newspaper Referral Website Former or current student

Other

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

Learning and Development Programs

Cairnmillar Institute

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Fax +61 3 9882 9764

Email education@cairnmillar.edu.au