



Cairnmillar
INSTITUTE

Treatment | Education | Research

**Short
Course
Centre**

Application and Enrolment 2012



Enrolment Conditions

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

1. If the participant fails to meet the ongoing 80% attendance requirements and all 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 together with their application 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 date

Advanced Counselling Skills date

Personal and Professional Development Programs

- | | |
|---|--|
| <input type="checkbox"/> Cognitive Behavioural Therapy (CBT) | <input type="checkbox"/> Introduction to Emotion Focused Therapy and its combination with imaginal techniques. |
| <input type="checkbox"/> Psychology and Film | <input type="checkbox"/> The Pressures Facing the 30 Something Women in Today's World - Too much or Too Little Choice? |
| <input type="checkbox"/> Multidimensional Psychology | <input type="checkbox"/> Psychotherapeutic Techniques for Counselling Children & Adolescents |
| <input type="checkbox"/> Introduction to (WMS-IV) and (CMS) | <input type="checkbox"/> The Quarter Life Crisis: Finding Meaning and Life Purpose in your 20's |
| <input type="checkbox"/> How to Fight Well... 'All's Fair in Love and War' | |
| <input type="checkbox"/> Positive Parenting after Separation and in Difficult Times | |
| <input type="checkbox"/> Psychodynamic Therapy with Families | |

Name

Company (if 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 School

* Payment can be made by direct deposit: BSB: 083-166 Acc: 854292756

Where did you hear about this course (please tick)

Radio Newspaper Referral Website Former or current student

Other (please specify)

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

Learning and Development Programs
Cairnmillar Institute
993 Burke Road, Camberwell VIC 3124
Fax +61 3 9882 9764
Email shortcourses@cairnmillar.org.au