



# THE NEW SOUTH WALES INSTITUTE OF PSYCHIATRY

## 2007 MASTER OF PSYCHIATRY APPLICATION FORM (Postgraduate Course in Psychiatry - Year 1) - Closing Date 24<sup>th</sup> November 2006

### PERSONAL INFORMATION

Dr \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name & Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Private Address: \_\_\_\_\_  
State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Professional Address: \_\_\_\_\_  
State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Work setting:  Public  Private

Year of initial registration by medical board: \_\_\_\_\_  
(Year) (State/Territory) (Country)

Current registration by medical board: \_\_\_\_\_  
(State/Territory) (Country)

### ACADEMIC RECORD

<u>Degree/Diploma</u>	<u>Institution</u>	<u>Year Conferred</u>

Record of Psychiatric training experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REFEREES

Please provide names and addresses of two (2) referees

<u>Name</u>	<u>Address</u>

## POLICY CONDITIONS

PLEASE NOTE THE FOLLOWING ABRIDGED POLICY CONDITIONS. POLICIES ARE FULLY EXPLAINED IN THE COURSE HANDBOOK.

**APPLICATIONS:** All courses require Institute application forms - phone bookings are NOT accepted. Application Forms are available by either downloading from the Web or by contacting the Institute for an application to be forwarded to you. Signing of the application indicates the students' acceptance of the rules and policies of the Institute.

**PAYMENT OF FEES:** Students are required to pay their fees in advance. Please note that an Early Bird discount is available to students who pay their fees in full 5 working days prior to the course commencement. In cases of extreme hardship, applications for payments to be made in instalments must be made in writing to the Director, prior to or at the commencement of the course.

Where a course runs over a full semester or more, and when students do not avail themselves of the Early Bird fee, full fees must be finalised within five working days of the date of the Student Fee Invoice. In the case of a course running less than one full semester (e.g. 2-3 day workshops) fees must be paid in full before attending the workshop.

**INVOICES:** The Institute invoices the student not the organisations or sponsors of individual students. It is therefore the responsibility of the student to ensure payment of course fees.

**EARLY BIRD DISCOUNT:** To take advantage of the Early Bird fee the discounted amount must be received at the Institute at least 5 working days prior to the commencement of the course. Payment can be made by cheque, EFTPOS, Bankcard, Visa or MasterCard.

**COURSE CANCELLATION:** The Institute reserves the right to cancel a course if there are insufficient applications. A full refund will be made of fees paid. A decision to cancel a course will be made 10 working days prior to course commencement.

### WITHDRAWALS:

- \* A withdrawal fee of 20% of the full unit/course fee may apply if a student withdraws an application with less than 5 working days notice prior to the course commencement. All applications to withdraw must be made in writing to the Director. If there is no written application to withdraw, the student will be liable to pay the full course fee.
- \* Students must inform the Director in writing of their intention to withdraw from a course after the commencement of the course.
- \* A pro-rata fee may be charged from the commencement date to the date of notice plus a 20% administration fee. If there is no written application to withdraw, the student may be liable to pay the full course fees. Course material must be returned otherwise the full fee is payable. The pro-rata fee is based on the full course/unit fee.
- \* A student's failure to inform the Institute in writing of their intention to withdraw from a course of study will lead to the student being liable for the full year or term fee (as appropriate). Withdrawal by phone, or by implication, before they cease attending the programme is not acceptable under any circumstances.

### DEFERMENT OF COURSE OF STUDY

Students must inform the Director in writing of their intention to defer their course of study.

- \* Students who defer completing a course until the following year will be required to pay a pro-rata fee for the completed portion of the course plus 20% administration fee. The 20% administration fee is non-refundable. A similar proportion of the course fee will be deducted from the following year's fee provided the student continues from where they ceased training. A full course fee will apply for those students who recommence the entire course.
- \* A student's failure to inform the Institute in writing of their intention to defer a course of study, before they cease attending the programme, may lead the student being liable for the full year or term fee (as appropriate). Deferral by phone, or by implication, is not acceptable under any circumstances.

**UNPAID FEES:** IT IS THE RESPONSIBILITY OF STUDENTS TO ENSURE THAT FEES DUE ARE PAID ON OR BEFORE THE ADVERTISED DATE FOR PAYMENT OF STUDENT FEES. ANY STUDENT WHO OWES COURSE FEES AND WHO HAS RECEIVED NOTICE OF THE OUTSTANDING AMOUNT WILL BE REFERRED TO THE APPROPRIATE DEBT RECOVERY AGENCY.

**CHANGE OF ADDRESS:** It is the responsibility of students to inform the Institute in writing of a change of address within seven days of such change. The Institute will not accept responsibility for any correspondence that does not reach the recipient due to failure of the student to notify the Institute appropriately.

**ELIGIBILITY:** Intending students are advised that before they will be eligible to sit the Royal Australian and New Zealand College of Psychiatrists Examinations they must meet the requirements of the RANZCP regarding accredited, supervised training experience in approved hospitals.

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*PLEASE NOTE CLOSING DATES FOR APPLICATIONS ARE LISTED IN THE COURSE HANDBOOK. APPLICANTS WILL RECEIVE WRITTEN CONFIRMATION OF ENROLMENT AFTER COURSE CLOSING DATE. STUDENTS ENROLLED IN DISTANCE EDUCATION UNITS MUST SUPPLY TWO PASSPORT SIZE PHOTOGRAPHS WITH THIS APPLICATION.*

Please forward completed application form to:

NSW Institute of Psychiatry  
Locked Bag 7118, Parramatta BC NSW 2150  
Telephone: (02) 9840 3833, Fax: (02) 9840 3838, email [victoria.brown@nswiop.nsw.edu.au](mailto:victoria.brown@nswiop.nsw.edu.au)  
Websites: [www.nswiop.nsw.edu.au](http://www.nswiop.nsw.edu.au) and [www.psychiatryeducation.com](http://www.psychiatryeducation.com)