

**Office Use Only**

Application Date: / /	<input type="radio"/> AS?	<input type="radio"/> Progress	<input type="checkbox"/> Approved (Education Officer):	/ /	<input type="radio"/> Provisional
Course:			<input type="checkbox"/> Update Enrolment:	/ /	<input type="checkbox"/> Enrol ID:
<input type="checkbox"/> History/GPA	<input type="checkbox"/> Add/Update Student	<input type="checkbox"/> Status Pending	<input type="checkbox"/> Enrol	<input type="checkbox"/> Email	<input type="checkbox"/> COE:
				/ /	<input type="checkbox"/> Status Officer <input type="checkbox"/> Copies



# NSW INSTITUTE OF PSYCHIATRY APPLICATION FORM 2008

## 1 Personal Information

a  New student     Continuing or returning student    Student No. (if known) \_\_\_\_\_

b Title \_\_\_\_\_ Surname \_\_\_\_\_

Given name / s \_\_\_\_\_ D.O.B. \_\_\_\_\_

Preferred name \_\_\_\_\_ Gender  M  F

## 2 Contact Details

Home phone ( ) \_\_\_\_\_  Work phone ( ) \_\_\_\_\_  tick preferred

Mobile phone \_\_\_\_\_  phone contact

Home email \_\_\_\_\_  tick preferred

Work email \_\_\_\_\_  email contact

Fax ( ) \_\_\_\_\_

*Note: Preferred phone, preferred email and employer name will be used on the Class List distributed to students within the same class. If you do not wish to be added to the Class List please tick this box.*

## 3 Course of Study

### a Degree Program

Applying to Progress to next level    From \_\_\_\_\_ To \_\_\_\_\_

Graduate Certificate (level 1)     Graduate Diploma (level 2)

Master (Clinical) (level 3)     Master (Research) (level 3)

Code \_\_\_\_\_ Title \_\_\_\_\_

### Unit Selection for 2008

Unit Code	Unit Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please list intended core or elective units. Students may enrol in 1 or 2 units per semester. Every effort will be made to place you in the unit(s) of your choice, subject to availability. Not all units are made available in both Semester 1 and 2 and are subject to suitable enrolment numbers. Please refer to the 2008 Handbook for Unit Codes and Titles.*

### b Other Accredited Program (list)

Code	Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

### c Non-award Programs (CPD units/workshops Community)

Code	Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 4 Special Needs

Please indicate if you have any special needs / disability which the NSWIOP needs to be aware of  Yes  
If you tick yes, we will send you a confidential form on which to provide information.

## 5 International Student

Yes

Overseas students may be required to demonstrate competency in written and / or spoken English. In this instance students must achieve an IELTS (Academic Standard) overall band of 6.5 or better (with a writing score of 6.0); TOEFL of 575 or better plus Test of Written English (TWE) at 4.5 or better; or TOEFL Test Computer Based score 231 with essay rating of 4.5 or better.

## 6 Cultural Background

Nationality \_\_\_\_\_  
Please indicate if you are from an Aboriginal or Torres Strait islander background  Yes

## 7 Addresses

### a Home Address

Street address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Country \_\_\_\_\_ (if not Australia)

### b Employer Address

Employer / Organisation \_\_\_\_\_  
Street address or PO Box \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### c Preferred Mail Address

Street address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

## 8 Emergency Contact

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Mobile \_\_\_\_\_

## 9 Qualifications

### a Undergraduate

Title of Degree	Institution	Year conferred	Country
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### b Postgraduate

Title of Degree	Institution	Year conferred	Country
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Note: New students please attach transcripts to support your application*

Current studies \_\_\_\_\_

Studies previously completed at NSWIOP \_\_\_\_\_

**Professional Information****a Profession (tick one)**

- Counsellor / Therapist     Nurse     Non-Psych Medicine     Occupational Therapist     Psychologist  
 Psychiatrist / Trainee     Social Worker     Welfare Worker     Other \_\_\_\_\_

**b Years of experience in designated profession**

- 0 - 2     3 - 5     6 - 9     10+

**c Job Title Description (brief)**

\_\_\_\_\_

**d Current work setting (tick one)**

- Public     Private     Community     NGO     Voluntary  
 Other \_\_\_\_\_

**Other Information**

Course fees are being paid by     Employer     Grant / Bursary     Self

*If you would like to request an invoice in the name of an employer/organisation please provide the following information:*

Organisation / Employer Name \_\_\_\_\_

Street address or PO Box \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

ABN \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**New Students only**

How did you find out about this course? (tick one)

- Colleague     Institute brochure     Journal ads     Notices     Website     Work  
 Other \_\_\_\_\_

Reason for applying for this course (tick one)

- Change in position     Consumer / carer training     Improve skills     Increase knowledge  
 Professional development     Postgraduate qualifications     Required by employer  
 Other \_\_\_\_\_

# Policy Conditions

**Please note the following abridged policy conditions. Policies are fully explained in the 2008 Course Handbook.**

**All fees advertised in this 2008 Handbook are for students residing in Australia only. Payment can be made by cash, cheque, EFTPOS, Visa, MasterCard or BPAY.**

International students need to approach the Institute as fees may vary due to local requirements (face-to-face tutorials, supervision, administration, GST).

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.

'EARLY BIRD' DISCOUNT: An 'Early Bird' discount applies to most programs offered by the Institute. To take advantage of the 'Early Bird' discount the student must ensure that payment is received in full, on or before the advertised date for 'Early Bird' fee payment of the course, unit or workshop. Invoices are not issued prior to semester/workshop commencement unless specifically requested. The 'Early Bird' due dates are published in this handbook and on the website.

UNITS (ONE SEMESTER SUBJECTS):

- Students are reminded that fees are payable in advance.
- An 'Early Bird' discount applies to students who pay their fees in full, on or before the advertised date for 'Early Bird' fee payment for the unit.
- Students who do not avail themselves of the 'Early Bird' fee must finalise their accounts within five (5) days after the date of their student fee invoice.

WORKSHOPS:

- Students are reminded that fees are payable in advance.
- An 'Early Bird' discount applies to students who pay their fees in full, on or before the advertised date for 'Early Bird' fee payment for the workshop.
- Students who do not avail themselves of the 'Early Bird' discount must finalise their accounts before attending the workshop.

ISSUE OF INVOICES AND UNPAID FEES:

- Third party invoicing: The Institute does not invoice organisations, employers or sponsors of individual students. It is the responsibility of the student to ensure that fees are paid on or before the advertised date for payment of student fees.
- Collection of unpaid fees: Upon failure to pay, students with outstanding fees who have received notification of amount owing will be referred to the appropriate debt recovery agency for recovery action. Please note that students will be liable for recovery costs incurred.

WITHDRAWAL FROM WORKSHOP/UNIT/COURSE STUDY:

- Notification of a student's intention to withdraw either before or after the commencement of a workshop/unit/course must be made in writing to the Director. Withdrawal by telephone or by implication is not acceptable under any circumstances.
- A withdrawal fee of 20% of the Full Fee for the workshop/unit/course will apply if an applicant withdraws an application with less than five (5) working days notice prior to the unit/workshop commencement.
- Students, who withdraw from a workshop/unit/course after the commencement of the workshop/unit/course, will be liable for fees charged at a pro-rata charge on the Full Fee for the workshop/unit/course from the workshop/unit/course commencement date to the date of notice plus a 20% administration fee on the Full Fee for the workshop/unit/course.
- A student's failure to inform the Institute in writing of their intention to withdraw from a workshop/unit/course before they cease attending the program will lead to the student being liable for the Full Fee.
- Students who either withdraw or defer from a workshop/unit/course will lose the privilege of an 'Early Bird' discount. All calculations of any fee refund or further payment will be based on the Full Fee for the workshop/unit/course.
- All unit/course materials must be returned to the Institute with the notification of withdrawal otherwise the student will be liable for full unit fees. When returned unit materials are received, any refund due will be made in accordance with the conditions above.

DEFERMENT OF WORKSHOP/UNIT/COURSE OF STUDY:

- Notification of a student's intention to defer their unit of study must be made in writing to the Director.
- Students who defer from the workshop/unit/course after the commencement of the workshop/unit/course will be liable for fees charged at a pro-rata rate on the full workshop/unit fee from the workshop/unit commencement date to the date of receipt of a written notice plus 20% of the full workshop/unit/course fee as an administration fee. The balance of fees paid in advance will be refunded. Please note that the administration fee is non-refundable.
- A similar proportion of the full unit fee charged will be deducted from the re-attempted unit's fee provided the student continues from where they ceased training within the following three (3) years. The administration fee is non-refundable.
- A full unit fee will apply for those students who re-commence the entire unit.
- A student's failure to inform the Institute in writing of their intention to defer a unit of study will lead to the student being liable for the full unit fee. Deferment by telephone or by implication is not acceptable under any circumstances.
- Students who either withdraw or defer from a workshop/unit/course will lose the privilege of an 'Early Bird' discount. All calculations of any fee refund or further payment will be based on the Full Fee for the workshop/unit/course.
- All unit/course materials must be returned to the Institute with the notification of withdrawal otherwise the student will be liable for full unit fees. When returned unit materials are received, any refund due will be made in accordance with the conditions above.

ADVANCED STANDING:

- Students who have been granted credit for prior learning leading to an exemption from one unit of study (6 credit points) will not be charged for the unit.
- If a student who has been granted exemption from undertaking a unit of study wishes to receive the course materials for that unit, a fee of 30% of the full unit fee will apply.

RECOGNITION OF PRIOR LEARNING FOR A WORKSHOP CONDUCTED BY THE INSTITUTE: Some workshops conducted by the Institute as part of its Continuing Professional Development (CPD) Program are also recognised modules of a single unit of study. For example, the Assessment in Mental Health – Intensive Skills Workshop (CPD008) is one of the modules that comprise the Community Mental Health – Systems of Care and Recovery Unit (EV002). Students who wish to undertake a 6 credit point unit of study and who have attended the relevant workshop in the previous three years are not required to attend the workshop and will be charged 75% of the full unit price.

PURCHASE OF BOOKS:

Where required, course texts purchased through the Institute must be paid for at the first workshop. Textbooks will not be issued unless payment has been received.

CHANGE OF ADDRESS:

It is the responsibility of the student to inform the Institute in writing of a change of address within seven (7) days of such change. If this written advice is not received, the Institute will not accept responsibility for Institute correspondence that does not reach the recipient.

INTERNET ACCESS: Some aspects of course delivery require the use of the internet.

PRIVACY STATEMENT: The information you supply on this form is needed by the NSWIOP to manage your enrolment and participation. The NSWIOP will also use the information to notify you of NSWIOPs future courses and events. If you do not wish to receive such information please tick this box.   
No personal information will be disclosed outside the NSWIOP without your express consent, except where required by law. Enquiries should be directed, in the first Instance, to the NSWIOP on 9848 3833.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Closing dates for applications are listed in the 2008 Course Handbook. Applicants will receive written confirmation of enrolment after course closure 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 NSW 2150



**To contact the Institute:**

Telephone (02) 9840 3833  
Fax (02) 9840 3838  
Email [institute@nswiop.nsw.edu.au](mailto:institute@nswiop.nsw.edu.au)  
Website [www.nswiop.nsw.edu.au](http://www.nswiop.nsw.edu.au)