

**Admission to courses**

There is no entry requirement to the Professional Programs or Workshops offered by Australasian College of Kinesiology Mastery (ACKM), however applicants must have reached 18 years of age, and be of sound mind and body, and also enjoy co-ordination of both upper and lower limbs for the performance of muscle tests in Kinesiology workshops. To qualify for admission, students must be able to perform at a high level of competency in all phases of theoretical and practical training. **ACKM seeks students whose primary motivation is personal growth and a desire to improve the health, quality and dignity of people's lives.**

**Enrolment Procedure**

1. Complete the appropriate enrolment form in the chosen ACKM program or course and return to the college.
2. For Professional programs you will need to attend an interview, in person or conducted by phone, with the Principal Instructors (Senior Faculty).
3. Pay the deposit as stated for that particular program or workshop in the ACKM prospectus.
4. ACKM at any time reserves the right to change policies, prices, course codes, study guidelines and schedules contained in any brochures, fliers, prospectus or other promotional material.
5. ACKM reserves the right at any time without notice, to substitute any trainers, course material or texts in the event that they are unavailable, or needing to be upgraded.
6. Within 14 days of receipt of completed enrolment / application forms and non refundable enrolment fee, ACKM will dispatch any study materials required for distance education or attendance modules.
7. On issue of ACKM's official receipt for fees paid, it is deemed that the student has entered into an agreement with ACKM to study, either by attendance or through distance education with assessments submitted on a regular basis.
8. ACKM reserves the right, without explanation or prejudice, to terminate the agreement for enrolment of any enrolled student. In this event, refund policy guidelines will apply. A Statement of Attainment will be issued for relevant competencies and completed workshops to date.

**Recognition of Prior Learning (RPL)**

9. Enrolled students wishing to apply for any RPL must advise ACKM prior to commencement of relevant program or workshop. Forms are available for this purpose.
10. Students are required to supply evidence of original qualifications, work experience, and other relevant certificates on application for enrolment at ACKM. Fees apply.
11. Credit Transfers are recognised for qualifications and statements of attainment issued by other Registered Training Organisations and Industry Accredited Training Institutions.

**Deferment of Study**

12. ACKM recognises a one year deferment of study period for professional programs. Students wishing to defer their studies must advise ACKM in writing. Any fee increases or policy changes made during their time of deferment apply to the student on re-activation of enrolment.
13. In the event of a student wishing to defer studies, no refunds will be given outside the 10 day cooling off period. No further texts or materials will be issued and in the event that new materials or texts are upgraded, the student is liable for replacement of the new material when re-enrolling. If they request RPL for any work previously, completed, an administration fee applies.
14. If a student fails to submit assessment work for a period exceeding three months after the end of the semester, or end of a deferment period, it will be presumed the student has discontinued study.

**Pricing & Payment Policy**

15. Apart from the non refundable enrolment fee for professional programs, all course fees received are subject to a 10 day cooling off period. Other than the allocated course manuals and texts, fees do not include any additional manuals, texts or resources required by the student.
16. To pay by Credit Card please fill in the relevant information on the bottom of the enrolment form. Payment can be made by VISA, Bankcard, MasterCard or American Express. All Credit Card transactions incur an additional 2.5% processing fee.
17. If payment by instalment, contact ACKM for an Application for Payment form.
18. Make cheques payable to Australasian College of Kinesiology Mastery for all programs. Do not send cash through the mail. Once the application and payment is received, confirmation of registration will be posted to the student. Refer also to our refund policy.
19. GST is charged on all courses offered by ACKM other than the Certificate IV in Kinesiology (HLT42801) and/or Diploma in Kinesiology (HLT51507).

**Refund Policy**

20. Refunds will be made in the event that a course is cancelled by ACKM. Cost of materials will not be refunded. Any claims for refunds on material or texts issued will only be made in the event of goods damaged in transit, and a claim made in writing to ACKM within seven days of receipt of goods.
21. In the event that a student cancels enrolment in writing during the ten day cooling off period, refund less \$195 administration fee and \$95 enrolment fee will be made.
22. In the event that a student cancels enrolment in writing after the ten day cooling off period, the following policy is applied to money held by ACKM for units / tutorials / classes not yet taken by the student. Advice of withdrawal must be made in writing and the refund policy applies from date advice is received by ACKM. Written advice must be sent by registered mail or hand delivered to ACKM. Verbal, fax or email advice is not acceptable.

Refund applies when notice is received by ACKM

- between ninety days and sixty one days prior to a tutorial 50%
- between sixty days and thirty one days prior to a tutorial 30%
- between thirty days and eleven days prior to a tutorial 20%
- ten days or less prior to a tutorial 0%
- Deposit 0%

23. If a student fails to attend a class or tutorial, 20% of the full fee is payable to or retained by ACKM (whichever applies). Full payment of the class / tutorial is to be paid by the student for the next available class / tutorial. The 20% penalty applies again in this case.
24. In the event that the conditions described in item 22 ensue, the student may reactivate enrolment within twelve months and any price increases must be paid prior to receipt of any material for further study.
25. In the event that ACKM cancels a student's enrolment either prior to or during studies, a pro rata refund will be made, based on course information. Cost of materials will not be refunded.
26. In the event that a student fails to attend their scheduled course or tutorial, no refund will be given for course fees or materials. If a similar course or tutorial is scheduled within the period of their qualification study, they must prepay for that course at the current fee structure, and at their own cost, ensure that they have the current edition of manuals and texts. Alternatively a student may elect to have private tuition, at student's cost, with an ACKM faculty or approved trainer by ACKM, in order ensure they may continue with their professional qualification study.

**Cancellation of Courses**

27. In the event of insufficient enrolments, ACKM reserves the right to cancel or postpone any course up to three days prior to the commencement of the course.
28. In such cases, students will be advised in writing that their fees will be credited towards the next scheduled course, or fees will be refunded in full.

**General Information**

29. Courses taken with ACKM are for educational and instruction purposes. Sole responsibility is taken by the student for any action taken or treatments given by students before or after competency is recognised.
30. Neither ACKM, its affiliated organisations, nor ACKM's principals take responsibility under any circumstances for any claims, damages or otherwise taken or made by its students either before, during or after study, even while using formats or concepts learned or derived from the study courses.
31. What to bring to class: Bring a willingness to learn and an open mind and heart. Bring an A4 note pad. You will be provided with individual class notes and assessment journals etc as required, so bring your highlighters. Wear comfortable clothing. You can bring lunch, and there is a kitchen area with tea, coffee and filtered water provided. There are a number of cafés and restaurants in the area.
32. Punctuality: This is a habit you will need to cultivate as a practitioner. ACKM requires students to be at class before time.
33. Completion of Work on time: The assessment program ACKM uses is designed to encourage students to keep up-to date with their training. This will be further explained in class.
34. Competency: Becoming a Registered Kinesiology Practitioner involves more than learning facts and information, and then being able to regurgitate it for an examiner. It is also about being able to use skills and techniques and the application of information. These too are assessed. However, the manner of conduct, the attitudes and feelings are perhaps the most defining quality of a Kinesiologist and these too are taught and continuously assessed through student self-awareness, comments, thoughts, considerations and input from faculty and fellow class members. The self-reflection and peer review aspects are an important aspect of self-discovery, learning and personal development.
35. Interaction between class members: ACKM encourages respect for every student, regardless of race, belief or age, and requires full participation in class activities. This will include partnering with a variety of people in class to ensure a broad spectrum of experience. At all times a person's dignity is honoured and cultural sensitivity will be observed.

**Declaration:**

I have read and understood the terms and conditions of the training programme as outlined in ACKM Prospectus and/or Course Outlines and Procedures. I agree to comply with the rules and regulations as outlined and the conditions of study. I have been given the opportunity to ask questions regarding these:

Signed: .....

Name: .....

Date: ...../...../.....