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.

Enrollment 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, without prejudice, to change policies, prices, course codes, study guidelines and schedules contained in any brochures, fliers, prospectus or other promotional material as required.
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. 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. The assessment criteria for individual programs will be handed out in class at the beginning of those programs or at an allocated time as deemed by ACKM.
7. 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)
8. 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.
9. Students are required to supply evidence of original qualifications, work experience, and other relevant certificates on application for enrolment at ACKM. Fees apply.
10. Credit Transcripts are recognised for qualifications and statements of attainment issued by other Registered Training Organisations and Industry Accredited Training Institutions.

Deferral of Study
11. ACKM recognises a one year deferment of study 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.
12. In the event of a student wishing to defer studies, no refunds will be given outside the ten 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-activating their studies or re-enrolling. If they request RPL for any work previously completed, an administration fee applies.
13. 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 disengaged.

Pricing & Payment Policy
14. 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, texts, fees do not include any additional manuals, texts or resources required by the student.
15. 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.
16. If payment is instalment, contact ACKM for an Application for Payment form.
17. 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.
18. GST is charged on all courses offered by ACKM other than the Certificate IV in Kinesiology (HLT42812) and the Diploma in Kinesiology (HLT51507).

Refund Policy
19. Refunds will be made in the event that a course is cancelled by ACKM.
20. In either case whether a course is cancelled by ACKM or whether a student withdraws from a program, the cost of materials as set by ACKM, manuals, workbooks etc that the student has already received or have been prepared by ACKM for the student 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, if sent to the student by mail, and a claim made in writing to ACKM within seven days of receipt of goods.
21. If a student fails to attend a class or tutorial, 100% of the fee is payable to ACKM for that class or tutorial missed. This includes courses missed in 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.
22. 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 re-pay 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
23. 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.
24. 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
25. 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.
26. 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.
27. 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 cafes and outlets in the area.
28. Punctuality: This is a habit you will need to cultivate as a practitioner. ACKM requires students to be at class before time.
29. 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.
30. Competency: Becoming a Registered Kinesiologist 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 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.
31. 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: ____________________

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