



STUDENT APPLICATION FORM – RETURN TO PRACTICE PROGRAM

MERCY HEALTH TRAINING INSTITUTE

Fill in all sections clearly and carefully by writing in block letters.

All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to inform future federal funding in Vocational Training.

Please return this form and all requested documents to: Program Coordinator Rachael Connor, C/- Education Unit, Werribee Mercy Hospital, 300 Princes Hwy, Werribee Vic 3030 or via email rconnor@mercy.com.au

1 PERSONAL DETAIL

Title: *(Please tick)* Mr Mrs Miss Ms Dr Other

First Name: _____ Middle Name: _____

Family Name: _____

Street Address: _____

Suburb/city: _____

State: _____ Country: _____ Postcode: _____

Email: _____ Date of Birth _____

2 CONTACT ADDRESS FOR CORRESPONDENCE

Street Address: _____

Suburb/city: _____

State: _____ Country: _____ Post Code: _____

3 APPLICATION PROCESS

1. Nursing and Midwifery Board of Australia letter

Have you obtained approval from the Nursing and Midwifery Board of Australia (NMBA) to undertake the Initial Registration Return to Practice/

Yes No Awaiting NMBA approval

(If yes, please provide evidence, if no, you are not eligible to undertake this course. If waiting a response from NMBA, the approval must be received prior to the closing date of applications)

2. Police Record Check

Have you obtained a Police Record Check? Yes No

If no, you will be required to obtain one and show the program coordinator prior to the commencement of the course.

If yes, you must provide evidence.

3. Working with Children's Check

If you are a resident of Australia do you have a current Working with Children's Check Yes No

If no, you will be required to obtain one and show the program coordinator prior to the commencement of the course.

If yes, you must provide evidence.

4. Curriculum Vitae

Must provide an up-to-date Curriculum Vitae (CV) with 2 professional references and a short letter outlining the reason for requesting entry to the course.

The CV must not be more than **5 pages** in length. If the CV is longer than 5 pages, the application will not be processed until a CV that meets this requirement is received.

5. Interview

Interviews will be held for those applicants who have been short listed.

The interview for nurses living overseas will be conducted via the phone.

Successful Applicants

All successful applicants will be notified in writing via a letter of offer. To accept this letter of offer, applicants must complete the enrolment form and return with the required deposit.

Once the enrolment form and deposit has been received and processed, a confirmation of enrolment letter will be issued and your place in the program is confirmed.

4 APPLICATION TERMS AND CONDITIONS

Course Fees

The fee is AUD \$6,000

An \$AUD 1,000 is required by the student to secure a place in the program. This FEE is due 14 days after the offer has been received by the student.

If the FEE is not paid by the due date, students may lose their place in the program.

Credit Card

Amount \$100

MasterCard

Visa

Card No.

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Expiry Date: _____

Credit card verification code (last 3 digits on back of card):

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Cardholder's Name: _____

Cardholder's
Signature: _____

Cancellation and Refund Policy

1. If an application for a students visa is rejected for an International student applying for enrolment then all course FEES will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of Visa rejection.
2. If a student withdraws from a course and supplies MHTI with written notification of more than 28 days before the course commencement 80% of course fees paid will be refunded.
3. If a student withdraws from a course and supplies MHTI with written notification of less than 28 days before the course commencement 60% of course fees paid will be refunded.
4. If a student withdraws form the course at anytime after the commencement date of the course no refunded will be made.
5. We undertake to make payment of all refunds within 28 days of receipt of a written application for a refund.

Registration Requirements

To gain admission in to the course the student must provide the original copy of the Nurses Board of Victoria / Nursing and Midwifery Board of Australia letter indicating which course they have permission to complete. This letter must be valid.

Police Clearance Certificate

Students must show original police check certificate form country of residence prior to commencing the course.

Working with Children's Check

Students who are residents of Australia must show working with children check certificate prior to commencing the course.

Immunisation

Students must show evidence of immunisation:

Diphtheria, tetanus, pertussis, Measles Mumps Rubella and Hepatitis B

This evidence must be shown prior to commencing the clinical placement program. Acceptable evidence of protection against a specific infectious disease includes written record of vaccination and/or serological confirmation of protection.

Attendance

100% attendance is required for both the Theory and clinical practice component. Students will be required to make up time under the discretion of the program coordinator.

4 ACKNOWLEDGMENT AND DECLARATION

That the information provided

I hereby declare that I have read, understood and accepted the terms and conditions of enrolment stated on this form and that the information provide on this from is true and correct

Signed: _____ Date: _____