

Information for Applicants

The following information will assist you in completing the Admission Application Form.

Documentation Certification

For the purposes of meeting admission requirements the Institute of Counselling will accept correctly certified copies of documentation when certified by one of the following:

- An Institute of Counselling staff member
- An Australian appointed Justice of the Peace
- A Barrister or Solicitor
- Official records department that originally issued the documents.

Certified copies must show the signature of the individual certifying the document with the full name of the organisation or institution, contact telephone number, and date of verification clearly printed. If certified by a Justice of the Peace, their registration number and the state in which they are registered must be clearly printed.

Documentation that has not been certified correctly will not be accepted.

Important Steps for Admission

- If you have previously been enrolled in any University, TAFE or Private Education Provider, other than The Institute of Counselling, you must provide a correctly certified copy of a complete and official transcript of your academic record(s), even if you did not achieve a result.
- If you have studied counselling at another institution, include the transcript, even if the course was not completed, plus your reasons for non-completion.

Advanced Standing

If you are seeking advanced standing towards your proposed course on the basis of previous study you must attach a correctly certified copy of an academic record, official statements describing units from the appropriate handbooks including content, prescribed texts and contact hours.

Declaration

By signing the declaration you agree to be bound by the Institute of Counselling's Refund Policy and Student Charter. The Student Charter can be viewed on the Institute's web site: www.institutecounselling.nsw.edu.au

Fees

Fees and refund policies are set by the Board of Management of The Institute of Counselling. Fees are payable up front each semester. Fee-Help is also available.

Refund Policy

A refund will be paid if notification to withdraw is received before the census date for the unit of study in which the student is enrolled. An administration fee of \$100 will be charged and deducted from the amount to be refunded.

No refund will be paid after the census date unless the reason for withdrawal is considered to be sufficiently serious, as determined by the Board of the Institute of Counselling.

Admission Interview

You may be required to attend an interview with a member of the academic staff. Interviews will be approximately 30 minutes. This will provide you with an opportunity to ask further questions regarding the courses and will allow us to assess your entry point.

The interview fee is \$50.

Notification

A letter will be posted within two weeks of receiving your application or attending your interview. You will need to contact administration to confirm your place within one month of receiving your offer.