



St Francis' College of Natural Animal Health Ltd.

PO Box 642, Orewa 0946, New Zealand

ph/fax: +64 9 427 8122 email: info@stfranciscollege.ac.nz

APPLICATION FORM

- *Certificate in Natural Animal Health &*
- *Diploma in Natural Animal Health*

Legal Surname: _____ Legal First & Middle Names: _____

Preferred Name/s: _____

Preferred Title (please circle): Ms / Miss / Mrs / Mr / Other (please specify): _____

Date of Birth: _____ Gender: Male Female

Nationality: _____

Residency status if not a NZ citizen: _____

First Language: English Other (please specify): _____

(The Student is expected to have sufficient written and verbal communication skills in the English language to ensure an understanding of the course content and completion of home study and examination papers).

Physical Address: _____

Postal Address (if different from above): _____

Phone (Home): _____ (Business): _____ (Mobile): _____

Fax: _____ Email: _____

Next of Kin (name): _____

Address (next of kin): _____

Phone (next of kin): _____ Email (next of kin): _____

Course for which you are applying: *(Tick appropriate box).*

Certificate in Natural Animal Health *(OR)*

Diploma in Natural Animal Health

Majoring in:

Herbal Medicine

Homeopathy

Herbal Medicine & Homeopathy.

1) Application Statement

To be completed on a separate sheet of paper and included with your application:

a) Briefly state your reason for wanting to study Natural Animal Health.

b) What has been your life experience with the 'natural' approach to health, include environment if applicable.

c) What is your previous experience with animals.

d) What do you hope to achieve on completion of this Course?

2) Current Occupation: _____

3) Highest level of academic qualification completed to date, (e.g. School Certificate, B.A):

4) Other qualifications, (e.g. Veterinary Nursing, Medical Herbalist, etc):

Student Fee Payment Options:

I intend to pay as follows: *(Tick appropriate box).*

- A one-off payment *(5% discount).*
- One half deposit plus 6 monthly instalments payable at the beginning of each month.
- Ten monthly instalments payable one Module in advance
(Option ONLY available to Year 2/3 students at Directors discretion).
- Single Modules — \$450 per module

Please check the following are included with your Application:

- Your current **photograph** of Passport Standard.
- Your **Curriculum Vitae (CV)**, documenting educational and vocational background. If there are long gaps for travel etc. please indicate. Details of any arrests or convictions must be declared.
- Your Application Statement.**
- A **signed** Code of Ethics Statement *(included with Application Form).*
- References from two people** *(non-family members).* Referees will need to complete the Reference Form at the bottom of this application. Reference reports may be sent separately by referees if preferred or included with your Application.

Privacy Statement:

St Francis' College of Natural Animal Health Ltd. collects and stores information from this Application to comply with the requirements of the Ministry of Education *(funding and student statistical returns)*, and other third parties, including Inland Revenue Department, and Work and Income New Zealand.

In addition, when required by statute, St Francis' College of Natural Animal Health Ltd. releases information to Government agencies including the New Zealand Police, Department of and the Accident Rehabilitation Corporation (ACC).

In signing this Application form you authorise such disclosure on the understanding that the College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You have access to any information held about you and to amend any errors in that information. Please contact the College Registrar.

The College reserves the right to include your name and given contact details to other students currently enrolled in the course to which you have applied. This is to promote the fellowship and student cooperation necessary during your time of study.

The College reserves the right to use any photographic, display, study or any other material submitted by the student to the College during the student's time of study for use in promotional, educational or other use as the College sees fit.

Course Fees and Deposits paid prior to commencement of study will be held in a Trust Account specifically designed for student fee protection and distribution. SEVEN (7) days after the date on which the student begins the Course fund allocation to the College account will commence. During the 7 day period students may withdraw from the Course and receive a refund of all Course Fee Money less a 10% Course Administration Fee. After that date no refunds will be issued. Students remain liable for all course fee if withdrawal occurs after the specified 7 day period.

Declaration:

I declare to the best of my knowledge all the information supplied on, and with, this Application is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature: _____

Date: ____ / ____ / ____

Post to:

The Registrar
St Francis' College of Natural Animal Health Ltd.
PO Box 642
Orewa, 0946
NEW ZEALAND



STUDENT CODE OF ETHICS AND PRACTICE

QA Standard: 1.2.2
Issued: September 06
Reviewed:

This Code of Ethics and Practice is to promote the professional development of students and holistic animal practice.

The St Francis' College of Natural Animal Health Ltd. Code of Ethics & Practice is to be signed at the commencement of training and renewed annually throughout the Student's training.

STUDENT STATUS

At no time during training may a student promote themselves as holistic animal practitioners, to falsely represent themselves as veterinarians, vet nurses or use their connection with the St Francis' College of Natural Animal Health Ltd. to advertise themselves as such. Third and fourth year students may advertise themselves as senior students practising under professional supervision of a veterinarian or other professionals recognised by the St Francis' College of Natural Animal Health Ltd. Students are responsible for clearly informing clients that they are student practitioners. If students sit-in with a practising professional they must undertake to ensure they are clearly identified as a student practitioner.

CONFIDENTIALITY

The student must obtain consent from the client to use the client's name or client's animal's name in any case study.

All students must undertake not to discuss patients, case histories, or paper cases with anyone outside of the College, or with a person or student where that patient/case may be identified by name or inference, or within hearing of patients or in a public place.

STUDENT / CLIENT RELATIONSHIPS

The student must honour and respect their client's viewpoints, wishes and that of the client's own veterinarian and not actively promote their own doctrines on religion, euthanasia, spiritualism or ideology.

The Student must not advise a client to withdraw any medication prescribed by the client's veterinarian without consulting the veterinarian. Any information, oral or written, supplied by the veterinarian, is to be treated in the strictest confidence.

The Student must not make any medical diagnosis or promises of treatment results. Comments should only be made in the context of the holistic prognosis.

A student must keep full records of any treatments of patients including name, address, contact numbers, veterinarian (if necessary), essential medical history, dates and details of all treatments. These records are to be kept secure and confidential at all times, information restricted to teaching staff of the St Francis' College of Natural Animal Health Ltd. and client's veterinarian if requested by the Client.

PRACTICE

The student is not permitted to administer any herbal or homoeopathic medicines or substances to an animal other than a professionally manufactured product or as authorised by the St Francis' College of Natural Animal Health Ltd.

The student is not permitted to advertise, in writing or orally, product or therapies as a cure for any animal disease.

Students must comply with all laws of the country including the Animal Welfare and Privacy Act.

The student is honour-bound to advise the St Francis' College of Natural Animal Health Ltd. of any complaints or investigations arising from their actions or conduct as a student.

The Student is to be aware of those diseases which are notifiable and take appropriate action.

STUDENTS

The Student is expected to:

- a) honour other fellow students and maintain their confidentiality and support be punctual for all St Francis' College of Natural Animal Health lectures, workshops, clinics,
- b) submit work which is a result of their own efforts unless it is a group assessment,
- c) refrain from discussing assignments with other students who have not completed their same assignments,
- d) practice their own learning discipline and time management, be responsible for feedback to other students and teaching staff,
- e) take the opportunities which arise from the St Francis' College of Natural Animal Health Ltd. activities to promote their own self-development and healing.

The Student is to treat all verbal, written, video-taped, recorded or practical information which constitutes the content of the Natural Animal Health Course with confidentiality; it may not be reproduced in any manner for any purpose.

Subject to the student complying with the Code of Ethics and Practice, the St Francis' College of Natural Animal Health Ltd. undertakes to provide the highest standards of training and study support, with tutors of good standing who are accountable to their own professional codes of ethics and practice.

Failure to comply with the Code of Ethics & Practice may produce a disruptive element within the St Francis' College of Natural Animal Health Ltd. Our aim is to create a happy and focused team learning environment so that we all learn from each other.

Tutors are available to discuss any matters or problems the student may encounter during their studies.

Name: _____

Address: _____

I have read and understood the above and agree to abide by The St Francis' College of Natural Animal Health Ltd. Code of Ethics & Practice.

Signed: _____ Date: _____

"Honour All Kingdoms"



St Francis' College of Natural Animal Health Ltd.

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REFERENCE FORM

Applicant's Name: _____

Referee Name: _____

Physical Address: _____

Postal Address (if different from above): _____

Phone: Home: _____ Business: _____ Mobile: _____

Fax: _____ Email: _____

Occupation: _____

1) Relationship of Referee to Applicant: _____

2) How long has the Applicant been known to you? _____

3) What qualities and strengths of character does the Applicant have that you would consider beneficial to becoming a St Francis Student?

4) How well do you consider the applicant can relate to:

a) Animals: _____

b) People: _____

c) Team Participation: _____

d) The self-discipline of home-based studies: _____

Signature: _____

Date: ____ / ____ / ____

The St Francis' College appreciates your consideration in completing this Reference which may be included with the Students Application Form or forwarded directly to the St Francis' College for the attention of the Registrar.

Post to:

The Registrar
St Francis' College of Natural Animal Health Ltd.
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NEW ZEALAND

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Your Application Check List

IMPORTANT: Please include all items below with your Application.

- Completed Application Form
- Your **Curriculum Vitae (C.V.)**
- A **signed** Code of Ethics Statement
- References from two people** (*non-family members*).
NB: These may be sent separately
- Your current **photograph** of Passport Standard
- Your Application Statement:**
 - Reason for Application
 - Your 'Life' experience with 'Natural' Health
 - Previous experience with animals
 - What do you wish to achieve on completion

Please be sure to retain a copy of your documentation before posting to the College.