



# Local & International Student Manual



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## Local and International Student Manual

This student manual is a handbook of The Health Institute's Code of Ethics and Policies and Procedures. It is intended to be utilised by students as a guide and not as the sole source of reference. This handbook is subject to changes without notice but only with the approval and at the discretion of the Director/Principal.

### 1. ABOUT THE HEALTH INSTITUTE AUSTRALIA - Established in 1972

Introduction to the Gold Coast in the State of Queensland

The Health Institute is located at Southport, on the Gold Coast. Southport is the main business district for the Gold Coast only minutes away from Beaches, Shops, Cafes and entertainment. The Gold Coast is Australia's major tourist holiday destination. The Health Institute has its own 70 acre Nirvana Wellness Retreat 35 minutes from Southport in the beautiful hinterland mountains at Beechmont, where many of the retreats are run.

The Health Institute is a Registered Training Organisation (National provider no. 30834). It is international in scope and designed wholly for educational, healing and holistic wellbeing. THI is widely recognised as the leading institute of its kind in Australia. It conducts multi-disciplinary as well as inter-disciplinary teachings and programs in the realm of research for the community and various professions. It incorporates behavioural and socio-cultural aspects to its service programs on yoga, meditation, spirituality and holistic health that are of the highest international standard. Programs, products and services reflect the inspiration, commitment and creativity of its founder and spiritual head of the Institute, Shanti Gowans.

### 2. REGISTERED TRAINING ORGANISATION

The Health Institute, Australia's leading wellness and educational organisation, celebrates 40 years of experiential learning, workshops, retreats and conferences. THI was founded on the conviction that a new vision is needed for society, its values and its relationship with the earth. Over the past decade, the Institute has become a centre for excellence, with an international reputation for the inspiration, quality and breadth of its teaching. Both on the Gold Coast and in the beautiful Beechmont mountains, away from the pressures of everyday life, participants enjoy a mixture of learning, reflection and the exchange of ideas and experiences.

The Health Institute offers Government Accredited, Austudy approved courses in Yoga and Ayurveda. These courses were designated as the 'course of the month in June 2009, in the National Publication of Training Packages @ work.

#### National Qualifications

The courses delivered by The Health Institute Australia are nationally recognised.

The Queensland Qualifications Authority Act defines "qualification" as "the recognition, by the award or issue of a certificate or otherwise, that a student has achieved particular learning outcomes or competencies".

The NVR for Registered Training Organisations, defines "nationally recognised training" as "training and assessment, delivered by a Registered Training Organisation, which meets the requirements specified in national industry/enterprise Training Packages or in accredited courses". The words "national" and "nationally" are used here to describe the system of vocational education and training that applies in all States and Territories.

The Australian Council for Private Education and Training (ACPET) is working to remove barriers that arise from Industry Licenses and Regulations that differ between states.

### 3. ACCREDITATION

National Training Packages (under the auspices of the Australian National Training Authority) are nationally accredited and developed units of competency and qualifications that aim to provide a common foundation across an industry. They offer a benchmark for minimum educational standards in particular modalities and are only available to Registered Training Organisations. They do not provide a curriculum. In designing the curriculum content of courses, THI provides for the requirements of professional associations, employers and students. In the field of natural therapies, leading professionals from their respective fields are consulted to determine the most current and relevant training required.

THI also aims to provide students with optimum training to enable them to practice with skill and confidence. In many cases, this has resulted in the inclusion of content being included into the curriculum over and above that which has been set down as a minimum standard. This also holds true for the national training packages. As educational leaders in Yoga and Ayurveda, we are confident that your qualifications from THI will continue to be held in the highest regard by employers, professional associations and your peers. However, more than that, giving you the edge in a purposeful reality, is the satisfaction you will personally receive as a student of THI.

## 4. ORGANISATIONAL PURPOSE, MISSION AND VALUES STATEMENT

The Health Institute is international in scope and designed wholly for educational, healing and holistic well-being. Our programs, products and services reflect the inspiration, commitment and creativity of our founder, Shanti Gowans.

The Health Institute boldly explores new frontiers and advances education, wholesome practices, healing and research for the expansion and wellbeing of mind-body and spirit as well as human consciousness, through the teachings and programs of Shanti Gowans. Our services and products are inspirational aids created for the integration of mind, body, spirit and the environment.

More and more people from all faiths, back-grounds and different parts of the world are drawn here. They come for many different reasons:

- To study and practice the teachings of Shantiji
- To hear Shantiji's inspirational dissertations
- To attend a private or group retreat
- Or just have a little rest and relaxation.

We offer both empirical and theoretical education, coupled with a daily program of sadhana (spiritual practices) for spiritual experiences.

The Health Institute is the place:

- For healing and discovering inner peace
- For spiritual discovery and truth
- For pilgrimages with a strong sense of community
- To study and practice Yoga, Meditation and Ayurveda
- To develop the skills and insights to live and act in the world with creativity, wisdom and compassion.

We are committed to learning and sharing knowledge, to help people enhance their lives; empowering individuals to recognise their abilities and responsibility for healing themselves. We also choose to maintain a supportive work environment that fosters our community of teachers, students and the general public.

We demonstrate this commitment through our message which is to:

### **SHARE**

We share a vision of wholeness, higher states of consciousness and embrace the enlightened path.

### **LOVE**

We accept people as they are and provide them with inspiration, tools and the support they require as we share our knowledge, programs and services.

### **TRANSFORM**

We honour creative transformations and help others experience a balance and integration of their mind, body and spirit, providing support and guidance while they incorporate these principles into their daily lives.

### **TEACH**

We offer a variety of educational programs to inspire, inform, enlighten, heal and serve.

### **HEAL**

We show others how to open their awareness to infinite possibilities for understanding and renewal and offer guidance, treatments and support towards this end.

## 5. MARKETING AND ADVERTISING

### Marketing policy

THE HEALTH INSTITUTE Management and staff are committed to marketing its training and assessment services in a professional, accurate, ethical and responsible manner ensuring that all clients are provided with timely and necessary information.

### Marketing Procedure

In authorising marketing and advertising:

- The CEO shall ensure that marketing information and advice shall not be false or misleading and that written permission has been obtained by any person and organization featured in THE HEALTH INSTITUTE's marketing or advertising materials in name or image. This written permission shall be signed by the PEO.
- The PEO of HEALTH INSTITUTE shall ensure that all materials developed for marketing and advertising purposes receive authorisation prior to release. The authorization shall be applied through a photocopy of each and every item, bearing a signature of the CEO and filed by the Administrative assistant
- The CEO shall ensure that the marketing and advertising of HEALTH INSTITUTE accurately represents its training and assessment services and the AQF qualifications and statements of attainment on its scope of registration. This shall be enacted by a photocopy of each and every item, bearing a signature of the PEO and filed by the Administrative assistant Including but not limited to:- Web home page, newspaper/magazine advertisements, Letterheads, emails, prospectus, letter of offer, enrolment form, and any tear off sections.
- The PEO shall ensure that training and assessment that leads to AQF Qualifications and statements of attainment are marketed and advertised separately from any other training and assessment service offered by HEALTH INSTITUTE.
- The PEO shall ensure that all marketing and advertising products (electronic included) released for the promotion of its International student training and assessment services includes its Name being:- Nirvana Holdings Pty Ltd trading as The Meditation Institute, together with CRICOS registration number. Including but not limited to:- Web home page, newspaper/magazine advertisements, Letterheads, emails, prospectus, letter of offer, enrolment form, and any tear off sections.
- The Health Institute will not give false or misleading information or advice in relation to:
  - i. claims of association between providers;
  - ii. the employment outcomes associated with a course;
  - iii. automatic acceptance into another course;
  - iv. possible migration outcomes; or
  - v. any other claims relating to the registered provider, its course or outcomes associated with the course.
- The Health Institute will not knowingly enrol a student prior to the student completing six months of his or her principal course except in certain circumstances as outlined under standard 7.1 The Meditation Institute will take reasonable steps to check whether a student is enrolled with another provider before completing the enrolment; Including asking the student if he or she is currently enrolled with another provider, checking a student's visa and using PRISMS. Students under the age of 18 will need permission from a parent or a legal guardian to change providers.
- A student must remain with his or her provider (The Meditation Institute ) for all of his or her courses prior to the principal course in a package of courses unless the provider has provided a written letter of release or Standard 7.1 a., c. or d. applies.

## 6. EDUCATION AGENTS PROCEDURE

On entering into a service agreement with an Education, Migration Agent or Agency, the CEO shall ensure that the memorandum of understanding or contract of agreement includes:

- bi annual review of the activities of the agent or agency. This review will include monitoring information provided by the agent and back up interviews with students to ensure what their agent told them is correct
- quarterly reports of agency activities and client satisfaction data
- corrective action procedures will be advised to the Agent concerned. This will include but not be limited to advising the Agent in writing, that immediate corrective action is needed, where 2 or more students have reported similar discrepancies with Agents information provided to them which varies with THE HEALTH INSTITUTE procedures.
- scheduled student enrolment information updates will be advised to all Agents.
- termination conditions (immediate where failures to meet national code or migration act 1958 requirements are encountered)

Further to the establishment of the MOU or Contract of Agreement the CEO shall ensure that:

- Education or Migration agents are provided with current and up to date information (from the website) that relates to THE HEALTH INSTITUTE's training and assessment services on offer to overseas students.
- Education or Migration agents operating on its behalf will be required to produce their certifications that relate to their service provision.
- Education or Migration agents operating on its behalf are screened (current references) to ensure that their service history is without contravention of the rules of the Migration agent's code of practice or provisions of the Migration Act 1958.

## 7. CAMPUS LOCATIONS

The Health Institute Australia is located at Shop 1, 126 Scarborough St, Southport, on the Gold Coast. The Gold Coast is Australia's major tourist holiday destination. Southport is the main business district for the Gold Coast and is only minutes away from beaches, shops, cafes and entertainment.

### **GOLD COAST CAMPUS**

Shop 1, 126 Scarborough St, Southport Q. 4215  
Ph: (07) 5531 0511 Fax: (07) 5531 0522  
healthinstituteaustralia.com

### **NIRVANA WELLNESS RETREAT**

87 Binnaburra Rd, Beechmont Q.  
Ph: (07) 5531 0511 Fax: (07) 5531 0522  
shantiyoga.com.au

## 8. FACILITIES AND EQUIPMENT

### **Nirvana Wellness Retreat, 87 Binnaburra Road Beechmont:**

The Health Institute Australia has its own 70 acre Nirvana Wellness Retreat which includes accommodation. It is 40 minutes from Southport and is situated in the beautiful hinterland mountains of Beechmont, where some of the course subjects are run.

Facilities include airconditioned accommodation for up to twenty people, with dining facilities, a yoga room, meditation hall, consultation/treatment room, lecture room, high speed broadband internet, organic vegetable garden and fruit orchard and rainforest walks. Accommodation twin share from \$100 - \$150 per week. Single room private ensuite \$200 per week. Regular free transfers to Southport.

### **126 Scarborough Street Southport:**

Southport is in the main Central Business district on the Gold Coast and is just 5 minutes from the beach.

The premises of The Health Institute includes an office, reception area, library, student kitchenette with tea making facilities and toilets. Facilities include a PA with radio microphones in the large lecture room, movie screening equipment and broadband internet.

In-house facilities at Southport include: air-conditioned/heated lecture rooms with latest technology and internet facilities. It also has a student lounge and a specialist library. It is close to public transport and has a bus stop a few metres from the front entrance.

Participants have available for their use:

- Quiet space for study and small group meetings
- Texts, videos and other course related material
- A clinic environment at Nirvana Wellness Retreat
- Photocopying and printing facilities of course related material

### **Nearby Facilities:**

The Gold Coast hospital and chemist are across the road; a church, the post office and cafes, are a minutes walk. Within 5 minutes walking distance of the Institute are restaurants, the main Council library for the Gold Coast City (free use), supermarkets and shops, different styles of accommodation including camping parks, backpackers, apartments and motels. Bond and Griffith University libraries are accessible by bus. The bus stop is nearby.

## 9. STUDENT RECORDS AND PRIVACY POLICY

THI Administration requires notification of a change of address or contact details. Please ask the office for a change of address form to keep your records updated.

### Your privacy at The Health Institute

As a Health Institute Australia student, you are asked to provide us with personal information, such as your address and contact details, your educational background as well as course, unit and class choices. This notice explains our purpose for collecting this information, and our usual practices for disclosure in accordance with the Information Privacy Act 2009.

### What we do with the personal information we collect

The personal information we collect from you is principally used to administer your admission, enrolment and academic progress through the Institute. Tax file numbers or bank account and credit card details are collected where necessary to enable you to discharge fees, Commonwealth support, assistance liabilities or online payment (e.g. online purchases). We collect additional information about international students to assist us with their visa and other requirements pertaining to study in Australia.

Information about you as a student is also used to facilitate your access to student support services and to library and information technology facilities such as emails, online tutorials etc. Student information may also be used for quality assurance or evaluation purposes, to help ensure that the courses and programs provided by the Institute are of a high standard.

We may also use the information about you to inform you of The Health Institute's services and activities, to advise you of other study opportunities at The Health Institute and to maintain contact with you after you have graduated.

### Our disclosure practices:

We disclose personal information about our students to:

- education providers to administer cross-institution enrolments (where you are a cross-institution student or student enrolled with The Health Institute and another provider under an approved arrangement)
- education providers, QualSearch and admission centres, to verify academic information or transcripts
- scholarship providers and student sponsors, where there is a written agreement between the student and the provider or sponsor.

THI is required by law to provide personal information about our students to:

- the Commonwealth Department of Education, Employment and Workplace Relations (routinely, regarding statistical information about student enrolment, educational background, etc)
- the Australian Taxation Office (in relation to HECS-HELP, FEE-HELP and other loan schemes where students may defer fee payments through the taxation system)
- the Commonwealth Government on student request for Commonwealth support or financial assistance.
- the Commonwealth Department of Immigration and Citizenship (which requires the Institute to report on all matters to do with international student visa conditions)
- Centrelink (which requires the Institute to provide information to monitor domestic student entitlements to Centrelink benefits)
- the Fund Manager of the ESOS Assurance Fund, for international students
- Health care providers (Medibank Private and/or Worldcare Assist) if international students undertake to pay Overseas Student Health Cover through THI
- We also make class lists available to other students enrolled in the same unit.

In very limited circumstances, privacy principles permit disclosure without consent or prior notification, for example, if we are asked for the information in regard to a police investigation; if we receive a writ, subpoena or similar document legally requiring us to disclose the information; or if disclosing the information will prevent or lessen a serious and imminent threat to a person's life or health. These circumstances are extremely rare.

In order to fulfil its activities, THI collects and holds a great deal of personal information about its students, staff and other clients and community members. THI is committed to protecting the privacy of this personal information and ensures that it is properly secured and managed in accordance with the requirements of the Queensland Government's Information Privacy Act 2009.

### Requesting access to your own personal information:

The Information Privacy Act provides individuals with the right to request access to their own personal information held by THI. An application for access to information at THI must be made on the relevant form.

### Requesting amendment of your own personal information:

The Information Privacy Act provides individuals with the right to request amendment of their own personal information, if they believe that the information is inaccurate, incomplete, out of date or misleading. Please contact THI's Privacy Officer for further information about this process. THI's Privacy Officer can offer advice in relation to privacy issues or queries. Contact details are as follows: Email: admin@shantiyoga.com Phone: (07) 5531 0511 Address: THI Privacy Officer P.O. Box 3512 Australia Fair QLD 4215



## **10. CLIENT RECORDS**

The Ayurvedic consultation, massage and yoga client forms used within the Institute are implemented as a support document to aid in achieving students' competencies. The manner in which the analysis sheet is completed, identifies student consultation techniques, underpinning knowledge, identification of body types, treatment advice for imbalances, suggestions at a lifestyle, dietary and herbal supplement level. These forms are filed in the THI office within personal student files and function as support documents and evidence regarding the number of clients consulted, types of services, i.e. massage, lifestyle consultation or pulse diagnosis, the standard of services performed and the accuracy of recorded information. Students are to complete client records accurately and legibly.

The information supplied by the client is confidential. Thus, forms must not be left lying around the service areas or taken from the premises. Please hand them to your lecturer as filing is the responsibility of the staff. This is a legal requirement.

## **11. ACCESS AND EQUITY**

THI shall meet the needs of individuals and the community as a whole, through the integration of access and equity guidelines and will ensure the establishment of non-discriminatory student selection procedures which encourage fair access.

THE HEALTH INSTITUTE will ensure that disadvantaged groups have access to training.

THE HEALTH INSTITUTE will not discriminate against students on the basis of age, colour, race, gender, employer or social/ethnic background.

THE HEALTH INSTITUTE will closely monitor all advertising and promotions to ensure that they are free from discrimination against any person.

## 12. COMPLAINTS AND APPEALS POLICY

The complaints and appeals policy of THE HEALTH INSTITUTE shall ensure that all complaints are dealt with in a constructive and timely manner at no cost to the complainant. All complaints and appeals shall be reported in the weekly management meeting and 'client feedback forms' shall be raised and recorded on file, detailing the actions required to arrive at satisfactory resolve of each complaint and grievance.

### Complaints and Appeals Procedures

#### Staff members

- Shall attempt to remedy any complaint at the first instance informally and verbally. If this is not successful the student is advised that THE HEALTH INSTITUTE has a documented procedure in place and be given a complaint lodgement form to complete (see page 95)
- 
- On receiving a complaint all HEALTH INSTITUTE staff and or the Overseas Student Contact Officer shall advise the complainant that their grievance will be reported to the next management meeting or dealt within 10 days of lodgement, regardless of the staff member's perception of the importance of their grievance. The student should also be informed that their enrolment is not at risk during the complaints and appeal process.
- The staff member must also advise the complainant, that their grievance, if not satisfactorily answered by the management meeting and its representative, may request an 'independent adjudicator' or friend to support them, and that they may formally present the complaint themselves.
- The staff member shall raise a client feedback form to identify the complainants' grievance in an accurate manner, providing the same to the next scheduled management meeting or at least, 10 days of lodgement.

#### CEO / Management meeting

- On receiving a client feedback form detailing a grievance, the CEO or management meeting shall discuss the nature of the grievance and identify the cause of the grievance and the appropriate cause of action to satisfy the complainant's grievance and if requested by the student provide an appropriate time for the student to present their complaint personally.
- The PEO shall complete the client feedback form recording the proposed solution and advise the complainant of the proposed solution in writing.
- The advice to the complainant shall include information and procedures concerning the complainant's right to appeal the proposed solution and request for an independent adjudicator at no or little cost to the complainant.
- In the event of the complainant reporting that they are dissatisfied with the proposed solution the CEO or management meeting shall advise the complainant that within 10 days, the independent adjudicator shall be informed of the nature of the complaint in writing and to seek possible further resolution. (independent adjudicator report form)
- The selection of an independent adjudicator shall be managed by the CEO or management meeting and be by mutual agreement with the complainant. A current Independent Adjudicator arrangement is in place with :-
- The Dispute Resolution Branch, department of justice and Attorney-General. There are six Dispute resolution Centres throughout Queensland. The Brisbane Centre contact details: Level 1 Brisbane Magistrates Court 363 George Street Brisbane Qld 4000. Tel: +61 7 3239 6269 Fax: +61 7 3239 6284 Website: [www.justice.qld.gov.au/mediation/contacts.htm](http://www.justice.qld.gov.au/mediation/contacts.htm). Providers/students outside Brisbane may use the Toll Free No: 1800 017 288. At present there is no fee for use of this service, but this may change.
- All independent adjudicator outcomes will be reported to the next scheduled management meeting documented within the minutes and filed for future reference. Appeal decisions granted in favour of the student should be implemented by THE HEALTH INSTITUTE management immediately.
- All independent adjudicator outcomes will be communicated to the complainant (by method as they have requested on feedback form) in a timely and prompt manner.

#### Independent Adjudicator Requests

- On the receipt of advise of a decision appeal and the request for an independent adjudicator from the student, the Overseas Student Contact Officer shall contact the independent adjudicator. The complainant should also be advised that they are entitled to attend the independent adjudication meeting with a preferred support person.
- The outcome of the arranged meeting between the complainant and the independent adjudicator shall be communicated in writing to the next scheduled meeting of HEALTH INSTITUTE management. Appeal decisions granted in favour of the student should be implemented by HEALTH INSTITUTE management immediately.
- There shall be no fee for service provided to the independent adjudicator except where travel or office expenses are encountered. However ongoing support, interventions or counsel may attract a service fee.

## 13. DISCIPLINARY PROCEDURE

A student may be suspended or expelled from The Health Institute at the absolute discretion of the Principal and Board of Directors in regard to:

- failure to uphold and maintain the Institute's regulations and policies as stated in the student manual
- disruptive or inappropriate behavior, not conducive to the class or work environment
- cheating in tests/exams
- non or late payment of fees
- not wearing clothing as specified within the Institute's guidelines
- not wearing the appropriate uniform at the Institute
- bullying/intimidation of other students or staff
- offensive or abusive language
- unexplained absence from classes
- teaching/treating inappropriately or inappropriate material (prior to certification and/or beyond the scope of your training). No student may diagnose, prescribe, practice, instruct or teach unless under The Health Institute's supervision, unless fully qualified.
- Misconduct.

A student shall have the right of appeal against a determination of the Principal or Institute Board re suspension or expulsion. Such notice must be received in writing within seven (7) days of the determination.

Any intentional damage to equipment, the surrounds of the Institute or theft, will result in immediate termination, with the cost recovered from the student.

In incidences of misconduct, one verbal warning will be given, with one written warning to follow, then finally, formal termination by the college senior management.

There will be one verbal warning, one written warning and finally formal termination of training.

Where a student's conduct constitutes what is considered in THI's reasonable opinion to amount to serious misconduct, THI will not be required to provide a student with warning notices before terminating their student contract.

### FEES WILL BE NON-REFUNDABLE

## 14. GUM, ALCOHOL, DRUGS AND SMOKING POLICY

No smoking, drinking alcohol, consuming drugs or chewing gum permitted on the premises at anytime.

## 15. OCCUPATIONAL HEALTH & SAFETY

### Orientation

Students will be guided through a number of health and safety procedures for both campuses at THI, Southport and Nirvana Wellness Retreat, Beechmont.

**First aid kits** are located in each Campus and contain items to enable basic first aid to be carried out.

**Medication** including headache pills will not be given to course participants.

**Bullying:** The Health Institute is against any form of bullying whether it is directed to students or staff.

Bullying is a global term that describes a range of unacceptable behaviour ranging from name calling to violent physical assault. Bullying in schools is not a new phenomenon and has recently been identified as an issue of concern for students, instructors, parents and the wider community.

### Definition of bullying:

The definitions of bullying listed below are from a range of sources including Australian and international research. Common elements in these definitions suggest that bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time.

### Examples of bullying are:

Verbal: name calling, put downs, silencing, humiliation, threats, intimidation, scratching, tripping, spitting, shouting down, abuse, accusations

Social: ignoring, excluding, ostracising, alienating, undermining

Psychological: spreading rumours, stalking, dirty or aggressive looks, hiding or damaging possessions, instilling fear for one's safety

**THI policy to address bullying behaviour:**

- The Institute actively promotes an environment which maximises the opportunities of all students to strive for excellence
- Priority is given to enhancing self-discipline and respect for the rights of others, supported by appropriate implementation strategies
- The inclusion of anti-bullying and anti-harassment strategies are in line with DEET guidelines
- Use of appropriate graded sanctions and consequences which are consistent with DEET guidelines
- Information on the support available to students who are victims of bullying or who bully is articulated in relevant policies
- The rights and responsibilities of students, parents and Institute staff are clearly specified and expressed in positive terms
- Institute and class rules are clearly explained with relevant skills and processes being taught to students to ensure that rules are understood and effectively implemented regarding the Code of conduct - bullying
- To ensure that students understand their rights and responsibilities, the Institute teaches the necessary knowledge, skills and abilities as a primary prevention strategy.

**All students have the right to:**

1. Be treated with courtesy, kindness and respect
2. Express their feelings and opinions assertively
3. Work and play in an atmosphere of harmony and cooperation
4. Feel secure and safe in a caring and supportive environment
5. Expect that school rules are fair, including that of race, gender, cultural, physical or intellectual diversity
6. Learn in a supportive atmosphere

**The following responsibilities support these rights:**

1. Treat others with courtesy, kindness and respect
2. Listen to others with mutual respect
3. Maintain a safe and secure school environment
4. Model and support school rules
5. Develop responsibility for one's own actions
6. Value others, for their individual differences
7. Work to achieve one's own personal best whilst allowing others to do the same

\* Any acts of bullying must be reported to the Campus Coordinator or Classroom Instructor immediately and an Incident Report must be completed and forwarded to head office.

**Valuables:**

Students are requested not to bring valuables, jewellery or large sums of money to the Institute. The Institute does not accept any responsibility for any loss or damage to personal property.

**Reporting:**

Report every injury, no matter how slight. A small scratch which does not bleed may become infected and therefore should be treated and reported. A visit to Nirvana Wellness Retreat enables students to experience a living eco-friendly environment. Below we have outlined the main points that ensure your safety, although Instruction on matters concerning the health and safety of students will take place during orientation upon arrival to the retreat campus.

Qualified First Aid personnel are always on duty.

First Aid Stations are located at Southport: RECEPTION  
NEAR MAIN ENTRANCE DOWNSTAIRS  
First Aid Stations are located at Nirvana: IN KITCHEN (INDOORS)

Fire Assembly Points are located in: MAIN CAR PARK

Daily checks are carried out on all equipment and grounds. It is important that all THI/Nirvana retreat procedures are followed and that students are aware of the consequences of not following the guidelines which are in place for their own health and safety.

We hope that your training is a safe and enjoyable experience.

**RISK ASSESSMENT**

To ensure the welfare of students and to protect our wildlife and its environment, group leaders are reminded that they are required to maintain full supervision of their group AT ALL TIMES.

Below you will find a simple risk assessment, outlining the significant hazards and controls in place to minimise risk. Please remember to keep together as a group and with the lecturer/supervisor of the day.

#### **SIGNIFICANT HAZARD**

Bites and scratches

Allergens

Rocky trails

Toxic plants

Car park

Fire

#### **CONTROLS**

Close staff supervision during walks in rainforest

Verbal instructions

Washing facilities and disinfectant

First Aid

Warning Signs

First Aid

Path where appropriate

Staff awareness

Staff instruction

First Aid

Staff awareness

Speed restrictions

All routes and fire accesses kept clear

Routine access checks

Fire extinguishers; Fire blankets

No smoking

Regular fire drills

ALL OF THESE RISKS ARE MINIMISED PROVIDED THAT STUDENTS FOLLOW THE PROCEDURES

## **16. CRITICAL INCIDENT POLICY**

HEALTH INSTITUTE Management and staff are committed to effective Critical Incident prevention, response and measures, ensuring that the educational and welfare needs of enrolled students are managed with all due care and appropriate intervention measures.

Definitions

#### Critical Incident Event

A critical incident may include any real or risk of personal trauma experienced by a student, where physical life or health is threatened or personal health issues are experienced, or any criminal offence perpetrated against them, any accident, civil unrest or natural disaster where a student's welfare is at risk.

#### Acute Stress Disorder

The essential feature of Acute Stress Disorder is the development of characteristic anxiety, dissociative, and other symptoms that occur within 1 month after exposure to an extreme traumatic stressor, such as related to a critical incident. The symptoms must cause significant distress, significantly interfere with normal functioning, or impair the individual's ability to pursue necessary task.

#### Post Traumatic Stress Disorder

The essential feature of Post Traumatic Stress Disorder is the development of characteristic systems, lasting more than 1 month, following exposure to an extreme traumatic stressor, involving either:

- Direct personal experience of an event that involves actual or threatened death or serious injury, or other threat to one's physical integrity.
- Witnessing an event that involves death, injury or a threat to the physical integrity of another person.
- Learning about unexpected or violent death, serious harm, or threat of death or injury experienced by a family member or other close associate.
- The onset of symptoms may be delayed more than 6 months.

#### **Procedure**

In the event of any Critical Incident event, HEALTH INSTITUTE Management and staff will respond with the following procedures:

#### Roles and Responsibilities

- The Overseas Contact Officer (OSCO) should be advised as soon as possible following the news or observation of any Critical Incident Event affecting or likely to affect the safety or welfare of THE HEALTH INSTITUTE's enrolled students.
- In the event of a Critical Incident Event the OSCO (or CEO in the OSCO's absence) shall;
- Assess the level of risk and type of Critical Incident and the required resource implications. . Advise PEO at the earliest convenience
- Apply the appropriate intervention measures to the level of risk and type of critical incident.
- Report any relevant resource implications directly to THE HEALTH INSTITUTE Management or the CEO.

## **Interventions Measures**

In identifying a Critical Incident Event the OSCO shall determine the level of risk or type of Critical Incident and apply one or more of the following intervention measures.

### Prevention Measure

- Where a potential Critical Incident can be avoided through risk identification and a report to THE HEALTH INSTITUTE Management. The OSCO shall: .Advise PEO at the earliest convenience. Identify the risk potential, including the verification of any potential source of danger or threat to student welfare.
- Establish the OHS, legal parameters and duty of care implications carried by THE HEALTH INSTITUTE.
- Identify students who may be at risk.
- Report any potential avoidance actions that may be implemented by THE HEALTH INSTITUTE Management.
- 

### Critical Incident Response Measure

Where an actual Critical incident is about to occur or has occurred THE HEALTH INSTITUTE Management and Staff shall receive training in all aspects of implementing the following points:

Take avoidance action to ensure the safety and welfare of students where enrolled students may be at risk of physical harm. This may include requesting the attendance of security staff or a building evacuation. Staff to be trained

Determine if any emergency service is required and where necessary take immediate action to request the attendance of such a service (police or ambulance services).

Make direct contact with the OSCO (or in their absence the CEO) and advise the type of critical incident and actions taken so far in the critical incident event.

Ensure affected students are provided with immediate care and support in the case of any distressing or traumatic experience.

Where possible and appropriate take immediate action to gain the presence of qualified counsellors who may assist in the support of distressed or traumatised students.

### Post Incident measures

Where a Critical Incident has occurred the OSCO shall within 5 days, ensure that the following steps are taken in completing a written report to THE HEALTH INSTITUTE Management. Copy to be forwarded to PEO

Request a written report from staff who were directly involved in the incident or present when it occurred. Copy to be forwarded to PEO.

Identify and interview students whom may have been involved or present during the Critical incident. Copy to be forwarded to PEO

- Identify any emergency service contacts utilised during the critical incident.
- List pastoral or external support personal that were involved during the critical incident.
- Provide a detailed summary of the Critical Incident to THE HEALTH INSTITUTE management.

## **Management Review**

Following the receipt of a Critical Incident report the CEO and THE HEALTH INSTITUTE management staff shall ensure that the report is reviewed at the next management meeting and improvement items documented and filed for additional review within the Annual Internal Audit.

## 17. STUDENT CODE OF ETHICS:

### Rules for Behaviour and Code of Conduct

THE HEALTH INSTITUTE promotes ethical and moral behaviour as essential to any human endeavour. Consequently, repeated violation of this code may result in the suspension or cancellation of enrolment. If warnings are not heeded, a complaint in writing may be submitted to the management committee, which may issue a written notice to the alleged offender. Further breaches may result in suspension, or cancellation of enrolment subject to the normal appeals process.

- Failing to abide by the law of the State including theft, breach of copyright or intellectual property
- Presenting at the Institute under the influence of alcohol or drugs or any mind altering substances
- Abusive behaviour including bullying either physically or verbally or repeated use of unacceptable language
- Disruptions in the class room or failing to abide by the teacher's or the management's requests
- Any form of racial, religious, gender or sexual intolerance
- Sexual harassment and associated behaviour
- Acting in a way that denegrates or is detrimental towards the well being of others
- Failure to respect the Institute's or other people's property.

#### **Participants can expect that they:**

- Will receive high quality customer service from staff and high quality teaching from lecturers
- Will be treated with respect as adults by lecturers and other course participants
- Have access to a proper process for the resolution of grievances if dissatisfied with any aspects of the administration or teaching of the course
- Have the right to a course refund in accordance with the fees and charges policy.

#### **Participants have a responsibility to** all staff, teachers, fellow students and clients, to:

- Be polite, courteous and give friendly advice
- All treat all honestly and fairly.
- Be dependable by fulfilling their obligations.
- Be loyal to the Institute, instructors, colleagues and associates.
- Co-operate with all personnel with whom they come into contact.
- Protect their reputation. Learn to speak intelligently about their work and perfect their skills and be proud of their achievements.
- Develop a well-balanced approach to their study, personal presentation, relaxation time and late nights.
- Aim for quality. Students get one chance at starting at the top by being the best.
- Pay fees upon enrolment and as specified in the student contract or training plan.
- Respect the rights of other course participants to a pleasant, mature and undisturbed (including mobile phones) learning environment.
- Care for the facilities and property involved in the provision of the course.
- Attend all timetabled sessions

## 18. LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

Entry into THE HEALTH INSTITUTE'S Ayurvedic courses for international students, requires that students possess a satisfactory level of English. Students are required to have a minimum year 10 English or alternatively an IELTS score of a minimum of 5.5. Course credits may be available.

The Institute is involved in international education and welcomes international students and students who speak English as a second language. The Institute stresses the importance of viewing apparent language difficulties in a cultural context. It can be difficult for students coming from a different cultural background and the Institute asks all students to support these students.

Foundational English (beginners) full time 20 hours per week duration 2-50 weeks \$250 per week.

General English (beginners to advanced) 20 hours per week duration 2-50 weeks \$250 per week.

#### Students:

- will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.
- will be able to use and respond to spoken language within a variety of contexts.
- will be able to deal easily with straightforward calculations either manually and/or using a calculator.

## 19. ORIENTATION

During orientation at the Institute, the Course Coordinator will go through the Students Handbook to familiarise you with specific areas related to policies and procedures specific to The Health Institute such as:

- Staff introductions
- The Health Institute's history
- Occupational Health and Safety at The Health Institute
- Payment's required
- Signing in for class
- Attendance requirements
- Applying for a student card
- Discussing the Assessment process
- Student Visa conditions including Course Progress Monitoring, both attendance requirements (minimum 80%) and minimum assessment standard (50%) and associated reporting procedures to authorities for failure to meet such standards.
- Complaints and Appeals Policy and Procedures
- Course Deferment and Suspension
- Course Transfer Policy
- Support Services including legal, emergency and health services and The Health Institute's facilities and resources
- The Overseas Student Contact Officer will also be available to provide welfare related support services to assist with issues that may arise during students studies, including course progress and attendance requirements and accommodation issues. These services will be provided at no charge to the student. If external support services are recommended, no referral charge will be made.
- Course requirements
- Student Visa obligations

## 20. STUDENT IDENTIFICATION CARDS

Student identification cards are available upon request at the time of commencement. Student's are required to provide the Institute with accurate personal information for this purpose. Please note that the re-issue of student cards will incur a \$15 fee.

## 21. PHOTOGRAPHIC CONSENT

Written consent must be obtained from student's whose photographic/video images are to be used for THI's marketing, publications and distribution purposes.

## 22. STATIONERY REQUIREMENTS

Students must equip themselves with the following stationery:

- . Pencils
- . Pens/Highlighter
- . Ruler
- . Eraser
- . Glue Stick
- . A4 Folder
- . Paper

## 23. COURSE MANUALS

Each module of study is accompanied by The Health Institute's manual. The manual provides the student with current information related to the area of study and includes activities, assignment details and areas for instructor comment and evaluation. Homework and assignments must be completed as per the instructions specified in each module and submitted to the assessor for marking and filing with the student assessment records.

The cost of manuals is incorporated into the course fees. However, if the student should lose his or her manual, it must be re-purchased at the student's expense of \$3500 AUD.



## 24. LUNCH ROOM/CAFE

Food and drink are not permitted in the Institute's classrooms. The lunchroom must be kept clean at all times. The chewing of gum, consumption of alcohol or drugs and smoking is not permitted on the Institute's premises. Students are responsible for ensuring that all rubbish and food scraps are placed in bins and all containers able to be recycled to be placed in appropriate bins. Micro-waves and sinks are to be kept clean and free of food debris.

## 25. PERSONAL PRESENTATION

It is imperative that students have a professional appearance at all times.

## 26. PERSONAL/MEDICAL APPOINTMENTS

Students are to make every effort to schedule dentist, doctor and other personal appointments outside lecture hours. The Institute permits five (5) days sick leave with a doctor's certificate during a 12-month course.

These days can be utilised for medical appointments, as long as staff or reception or the Course Co-ordinator is notified prior to the appointment. A leave form should be signed either prior to/or after the leave period. A doctor's contact number or in the case of sick days, a doctor's certificate, must be produced by the student upon returning to the Institute.

Class lectures will not be re-delivered if they are missed due to absenteeism. As such, students will be required to catch-up on any theory work and copy lecture notes from fellow students.

## 27. TELEPHONE MESSAGES

The Institute's telephone is a business phone and as such, only urgent messages will be taken and attached to the students' sign in/out sheets. Students may not take private calls or send SMS messages whilst the lectures are in progress.

Students are not permitted to play games on mobile phones. Mobile phones must be switched off whilst lectures are in progress. Mobile phones must be turned off and should not be taken into the exams or client professional rooms. The penalty for non-compliance will be that the phone will be confiscated and returned at the end of the day.

## 28. SUPPORT SERVICES

### Student Support Policy

THE HEALTH INSTITUTE Management and staff are committed to the provision of support services for enrolled students, with staff in place who are appointed for contact and referral for student support and general welfare matters. All enrolling overseas students are provided with an orientation event which includes guidance concerning student support services and allows students to adjust to different cultural and environmental factors

### Student Support Procedure

THE HEALTH INSTITUTE's management is aware of the significant cultural adjustments that students from overseas countries experience and to this end provides extra activities (including food, religion, language, movies usually free of charge) to make the students feel at home.

The Overseas Student Contact Officer (OSCO) shall remain a designated member of staff at THE HEALTH INSTITUTE and provide a contact point for all overseas students. The OSCO shall ensure that where staff has identified, or enrolled students have indicated their need of support or welfare, the OSCO shall seek further advice from the student. . The following points are included in the staff training/induction manuals which include tests to ensure staff compliance.

Equipped with advice from the student the OSCO shall:

- Respond to questions concerning course progress and refer the student to any relevant training staff for further advice.
- Where an accommodation or general welfare issue arises, provide advice on accommodation, Queensland Public services, counseling assistance with personal, emotional or cultural issues.
- The student will be advised that the support services of THE HEALTH INSTITUTE are at no extra cost.

## **Student Support Services Review**

The Overseas Contact Officer shall maintain a log of student support service events and enquiries and:

Liaise with and maintain advice on current progress with students referred to either training staff.

Liaise with and maintain advice on current progress with students referred to Relocation Unit staff.

Prepare a quarterly report of student support services accessed by students and submit to THE HEALTH INSTITUTE management for review.

The CEO shall ensure that Student support services are reviewed quarterly in THE HEALTH INSTITUTE management meetings and that corrective actions required are applied.

## **29. WELFARE AND GUIDANCE SERVICES**

The aim of The Health Institute is to ensure that the student has a positive educational experience and to monitor the care and welfare arrangements of students.

## **30. HELPLINES**

Centre Against Sexual Assault TOLL FREE: 1800 806 292

Direct Line (Drugs & Alcohol Counselling) PH: 1800 136 385

G Line (Problem Gambling) PH: 1800 622 112

Women's Domestic Violence Crisis Service PH: 1800 015 188

Kids Help Line PH: 1800 55 1800

## 31. COURSE CONTENT MODES OF STUDY AND ASSESSMENT METHODS

THE HEALTH INSTITUTE provides the Ayurvedic course/s over a period of 20 hrs per week. Modes of study include a hands on training approach with lectures, demonstrations and discussions, simulated work place experiences, observation of actual workplace experience with assessments that include written tests, assignments, observed simulated tasks and workplace experience.

Students study competency based training and assessment methods and will be assessed according to established industry standards that will equip the student with the essential skills and knowledge to gain a firm footing in their chosen industry area. Students who successfully complete their course will be awarded with qualifications that are nationally recognized.

All practical and theory assessments are recorded in the Student's evidence portfolio. This Institute document is to remain in the Institute's possession at all times. All assessments will be marked as either competent or not competent.

C = Competent N/C = Not Competent RCC = Recognition of Current Competencies

The record of assessment in the Evidence portfolio is transferred to a "Statement of Attainment" which constitutes formal evidence of training in a Training Plan. Every student is issued with an Assessment journal where all records of unit completion are recorded. The Assessment journal is housed in management offices secured under lock and key. Any student wishing to view their records must make an appointment with the campus coordinator. The file is the property of The Health Institute and must remain on site or be archived.

The criteria for assessment can be found in either; the back of each unit or in the student diary which was correct at time of printing. A student is not to use the help of another student when they are completing their assessments.

### THEORY EXAMINATIONS

**Inability to attend an exam:** Students are advised to contact their instructor or course coordinator if aware of their inability to attend a theory examination within 48 hours of the examination and must complete a Deferred Assessment/Exam.

\* Please refer to Terms and Conditions on the form.

**Material not permitted in the examination room:** Students are not permitted to bring any materials other than pens, pencils and erasers into an examination room. No bags, mobile phones, text retrievable devices (including but not limited to, electronic dictionaries, organisers, palm pilots, calculator watches), notes or any other reading materials.

**Conduct within examination rooms:** No communication of any kind (including but not limited to prolonged eye contact, facial expressions, gestures, passing of notes) is permitted between candidates in examination rooms. If students have any queries during the exam, he or she is to raise his or her hand and wait until attended to by the supervising assessor.

**Toilet breaks during examination period:** If a student requires to go to the toilet during the examination period, they must raise their hand and wait for an examination supervisor. The supervisor will then accompany the student to the toilet.

### ASSIGNMENTS

Assignments must be submitted by the due date. A letter of request must accompany late assignments in order for marking to occur. Students are to follow the instructions in the beginning of each module regarding the appropriate formatting of assignments.

## 32. PLAGIARISM

Plagiarism refers to the copying of another person's ideas or expressions and presenting them as one's own without explicit indication or citation of the source of the material. It involves copying written material such as books or journals, data or images that may be presented in various forms, including tables, diagrams, designs, plans, photographs, film, music, formulae, web sites and computer programs. Plagiarism also encompasses the use of work/material of instructors or fellow students as a student's own, without acknowledgement or citation.

An intention to cheat is irrelevant in determining whether plagiarism has occurred. If a student passes off or indicates that the work of others is their own, without acknowledgement or citation, they are deemed to have plagiarised, whether knowingly or unknowingly.

The Institute regards plagiarism as an extremely serious academic offence. It is important for students to realise that it is not an offence to utilise the work or material of others in their work. A well-constructed essay, assignment or report should refer to and build on the work of others for positioning, supporting and strengthening their work and advancing their knowledge.

Plagiarism occurs when due recognition (citation) and acknowledgement of the work of others is absent. Therefore, whenever you utilise another person's research or ideas (whether by direct quotation or by paraphrasing) you must appropriately and adequately cite the source/s. If you are in doubt about the most appropriate form of referencing/citation, you should speak with your instructor.

Instructors will utilise a variety of means to detect plagiarism and some units of studies (e.g. assignments, case studies etc.) may require a student to submit drafts of their work so that the instructor can check and monitor the work for possible signs of plagiarism.

### **33. UNAUTHORISED COLLABORATION OR COLLUSION**

Similar to plagiarism, unauthorised collaboration refers to working with other students or people, with the intention of deceiving instructors about who actually completed the work. Students must disclose any level of collaboration when submitting an assignment or other course requirement. If you have any doubt as to what constitutes authorised and unauthorised collaboration you should speak with your instructor.

### **34. REFERENCING**

Referencing refers to the acknowledgment of original sources of information when producing written material. By referencing assignments, reports and essays correctly, they not only give weight to any arguments or statements made in your work, but they also avoid plagiarism.

## 35. LOCAL STUDENT INFORMATION (international students please go to page 31)

## 36. STUDY OPTIONS

1. Full-time fixed schedule, the most expedient method of study. Students follow a fixed timetable with a fixed course fee.
2. Distance learning. Please note that video assessment and interactive CD rom training may apply.

## 37. ENTRY CONDITIONS, ELIGIBILITY, SUITABILITY

### SUITABILITY

You do not need to be fantastic in Yoga to apply. We help you develop through our training. Whether you take up Teacher-Training - to any level, as a hobby or part-time pursuit, The Health Institute aims to develop full-time professionals. So, we ask a lot from you:

- Commitment • Dedication • Devotion are mandatory.

Enrolment is conditional. We look for trainees that are:

- Mature, dependable, responsible
- A caring nature required in the teaching of Yoga and for Ayurvedic treatments, body-work, counselling
- Prepared to make and devote time
- Devoted to (i) the art of Yoga & Ayurveda (ii) furthering Shanti Yoga and Ayurveda (iii) The Health Institute
- Pull their weight and are not shirkers or slackers
- Have and/or are willing to develop good communication and interpersonal skills
- Willing to practice and learn. We do not accept trainees that 'know it all'.

### GENERAL:

While there are no formal entry pre-requisites, it would be beneficial for

1. Applicants to be over 18 years of age.
2. Applicants to have a sincere interest in the study of Yoga and natural healing arts along with a real desire to use this knowledge and skill in the service of all.
3. Certificate 4 Courses require literacy & numeracy equivalent to level 4 of Certificate of General Education for adults (Accredited code 2212 ALC)
- 3i For Diploma Courses a Year 12 completion or equivalent is normally required.
- 3ii Mature age entry (25+) is also available for applicants. In the situation where 'life's education' overtakes formal education, two references confirming maturity and level-headedness must accompany Application for Enrolment
4. Each level of study and instruction is a pre-requisite for the next level of study. Please note that approvals are not automatic.

## 38. COURSES

Yoga Teacher Training and Ayurvedic Courses are Government Accredited, Austudy approved competency based training.

## 39. YOGA EDUCATION

### OVERVIEW

Education and training at each qualification level is designed to increase competencies and further specialisation within the systematic and coherent body of Yoga, provide on-going professional development, training and support, including access to the literature and research for in-depth understanding in a specific area of knowledge. Education and Training courses are intense periods of self-development, dedication, study and training in human excellence. Please come prepared to learn and work. The courses are mines of information for prospective and practising teachers of Yoga, with several levels of study. The material and practices are all geared towards practical application in your own life, and in the lives of those around you. So that you regularly update your skills and knowledge with the latest developments, The Institute recommends obligatory further education for Shanti Yoga teachers.

Through our Teachers' Training Program, from the fundamental principles and practices of Yoga and their use in everyday life, to advanced study, THI would like its graduates to eventually become full-time Yoga teachers and Yoga therapists who earn a healthy living through this noble profession. Even if you don't intend to teach Yoga, and some of our students don't (at first, anyway), you'll find that preparing to teach is a wonderful way to learn. In the meanwhile, you will experience the healing and transformational effects of Yoga within yourself.

At the Institute, Shantiji takes a personal interest in the student, inspiring and encouraging them to achieve distinction in their studies and enters into their lives with a view to form ideals, remove psychological obstacles, and create in them a spirit of consecration. Development of respect for the teacher, a spirit of effort, study, and service towards all including the teacher, the Institute and Shanti Yoga™ arises in adopting the attitude of the student.

## 40. CURRICULUM

Thorough teaching of Yoga requires competency in three main areas. These are:

1. underpinning knowledge - education to develop your understanding
2. personal practice - so that you can lead by example
3. ability to teach

Thus curriculum is established at several levels that include:

- knowledge of the subject: the history of yoga and the philosophy on which it is based.
- classical paths
- the eight 'limbs' of Yoga
- knowledge of the extensive literature on the subject, which will enable the teacher to advise about books and other aids
- knowledge about the immense variety of needs which bring people to Yoga
- knowledge of the working of the human mind and body
- optimum standards: space, time, temperature, furniture, equipment
- how to develop and convey the understanding and practice in a class
- you, the Instructor to be
- your Yoga expertise
- personal qualities needed to commend Yoga to pupils
- empathy with students
- class management
- safety rules in the classroom and in the syllabus
- verbal ability to describe postures and movements
- practical ability to lead pupils in:
  - relaxation techniques
  - breathing sequences
  - postures and movements
- ability to lead a class into a successful experience of concentration and contemplation;
- proper balance between commitment to the discipline and response to the pupil's needs
- specialist instructing to children, the elderly, sick, handicapped, private pupils

## 41. SUBJECT DESCRIPTIONS

### Course curriculum:

#### Self Mastery

A glimpse into the human body and the universe (organisation, systems, health)

Cosmic perspective. How life begins and progresses

#### Relationships

Your digestion: eating for health and energy; constipation; weight; metabolic understanding; waterworks

The container: bones, joints, muscles, healthy skin, nails, hair, movement

Circulation: heart, blood vessels etc.

Mindful neck, shoulder and back health

Mountain strength.

Sun vitalisation: Anti-ageing cellular regeneration and tendon-changing practices.

Abdominal, gas and tension relief.

Animal forms such as the tiger, dog, deer, cat, and bird. The tiger form trains tendon strength, the dog form trains bone strength, the deer form focuses on preserving generative energy, the cat form trains agility, and the bird form trains balance.

Sitting postures which unlock your body's own pharmacy to relieve pain and reduce high blood pressure

Vinyasa unique to Shanti Yoga, to open up blockages in the meridians, align the spinal column for the circulation of prana from the base of the spine to the crown of the head, and to enhance tendon, bone, and muscular strength.

The control centre: brain, nerves, hormones, immunity, senses, communication

Trataka, classical practices for eyes and brain.

Respiration: Posture and breathing, longevity, breath and the mind

The immortals' guide to breath regulation to facilitate the conservation and circulation of internal energy.

Deep relaxation to bring out the natural light that glimpses the all illuminating Reality

## PRE-READING

- As a Twig is Shaped. Shanti Gowans
- Ayurvedic Health and Wellbeing. Shanti Gowans
- Reflections of a Yogi. Shanti Gowans
- Autobiography of a Yogi. Paramahansa Yogananda
- Living with the Himalayan Masters. Swami Rama
- A Search in Secret India. Dr. Paul Brunton
- The Prophet. Kahlil Gibran
- Jonathan Livingstone Seagull. Richard Bach
- Illusions. Richard Bach
- Perfect Health. Dr. Deepak Chopra
- Radical Healing. Dr. Rudolph Ballentine
- Reversing Heart Disease. Dr. Dean Ornish

## 42. AYURVEDA COURSE SUBJECT DESCRIPTION. Please go to page 35

## 43. COURSE REQUIREMENTS FOR THE FULL-TIME FIXED PROGRAM (ON CAMPUS)

The training program offers the opportunity to complete an Advanced Diploma in Yoga Teaching, either  
- over a minimum of 3 years as a full-time fixed program (2 years for Diploma in Yoga Teaching)  
- or the opportunity for distance education with flexible learning and one week per year at retreat, and another intensive week of training at the Institute. Both weeks are inclusive in the fees.

Each year develops trainees to a particular level and while some trainees may elect to complete all three years of the program, others may find the first or second year sufficient for their purposes. The entire course is structured at 1800 hours.

Whilst training is set to a number of hours, trainees are encouraged to take a self-directed learning approach. Thus a person can choose their own pace and learning style and can invest additional hours as they wish in order to derive more benefit from the training provided.

All these three courses are govt. accredited. Post graduate and further studies follow, presenting several subjects complimentary to each other, some of which are structured sequentially and are university style education. Each training year has requirements for the Advanced Diploma, plus a set of more general requirements which must be satisfied in order to progress to the next level. Demonstration of progression in terms of an explicit list of personal competencies is essential for progression to subsequent years and a Personal Process Journal.

Entry level for teaching is a one year course in foundational studies, course no. 30334: Cert IV in Yoga Education. Foundational studies in the first year (Cert IV) introduces trainees to the core principles of the Yoga discipline through an integrative approach of theory, skills and practice. There is a component of attendance and completion of personal training hours on the mat/meditation cushion with an approved ShantiYoga instructor, or via CD, DVD, video, etc. for distance education; at retreats, lectures and training sessions, written work and study of prescribed texts. The main focus is on establishing an initial experiential familiarity with the basics of Yoga.

This is followed by a one year instructor course no. 30335, Diploma of Yoga Teaching. In the second year (Diploma) training builds on the basis of the first year, but emphasises application of the principles of working with people under supervision. Neither flashy techniques nor clever interventions are seen as essential abilities for the teacher of Yoga. Rather, authentic relating, presence, clear self awareness and unfettered observation constitute the underpinning requirements of Yoga teaching at the Diploma level. There is a component of: attendance at retreats, lectures and training sessions with class participation; essay on prescribed text, personal process essay, two seminar presentations on Yoga.

By the third year trainees hone those skills to a high level of competence to a Master Instructor, course no. 30336, Advanced Diploma of Yoga Teaching. At Advanced Diploma the Yoga teacher is a midwife, assisting a process which has its own natural rhythm of unfolding and which primarily requires an ability to be finely tuned to the training components and the needs of the moment.

Study groups are structured by trainees throughout the three years, providing a forum to extend learning and build mutual support in the study process. A manual of exercises and discussion topics is provided which can be used in the study sessions. During the training year, 45 hours of group study time must be completed. They may contain between 2 to 4 participants. The structure is flexible in terms of frequency and duration.

Residential training is an effort to revive the traditional method of Gurukula system of informal education of India, i.e. Guru Shishya Parampara. References from the classics of Yoga indicate that a student with the blessing of their own family, joins the family ashram/teacher after an oath of initiation and learns the science and discipline both theoretical and practical aspects and acquires other

knowledge and life skills enabling him or her to become a good member of society. Please understand that these are not retreats, nor merely workshops, although we do conduct many retreats and workshops which you are able to attend.

On campus students: 1/3 Theory + 2/3 Practice

Practice - attending classes on the mat/meditation cushion and at retreat 400 hours i.e 10 hours/week for 40 weeks

Theory - includes lectures, reading and homework. 200 hours i.e. 5 hr/week for 40 weeks.

(Note: For successful completion of assignments and homework 10 hours per module is allocated. i.e. 100 hours for the completion of all 10 modules)

Practice - attending classes on the mat/meditation cushion 12.5hours/week for 40 weeks

(Note: There are 4 residential weekends for Cert IV. Each weekend retreat is allocated 25 hours.i.e. 100 hours for full attendance at the designated Cert IV retreats. Additional attendance to appropriate retreats as electives are allocated 10 hours a day - by prior written (email okay) negotiation and agreement with administration).

## **44. DISTANCE AND CORRESPONDENCE STUDENTS:**

Theory - includes lectures (via skype), reading and homework. 100 hours i.e. 2.5 hr/week for 40 weeks.

Practice - comprises DVD and personal practice.

1 week on the mat at Southport

Full attendance for equates to 30 contact hours viz:

Monday 9am-2pm and 5.30-8.30pm

Tuesday: 6.30-7.30am and 10.30-1.30pm and 5.30-9.30pm

Wednesday 9.15-10.15am and 5.30-9.30pm

Thursday 6.30-7.30am and 10.30-1.30pm and 5.30-6.30pm

Saturday 10.15-11.15am

1 residential week at Nirvana Wellness Retreat

Full attendance at retreat equates to 10 hours a day i.e. 140 hours for additional attendance to appropriate retreats as electives are allocated 10 hours a day - by prior negotiation and faculty agreement.

## **45. TRAINING MAP**

### **UNDERSTANDING THEORY:**

- Training Sessions
- Classes
- Retreats
- Journaling
- Study group
- Concept maps
- Reflection
- Background reading
- Writing /Assignments

### **PRACTICE SKILLS**

- Daily living
- Training sessions
- Classes
- Retreats
- Study group
- Work
- With family and friends

### **PERSONAL DEVELOPMENT**

- Reflection
- Journaling
- Work
- Daily Living
- Training sessions
- Study group
- Personal Therapy
- Retreats



**ASSESSMENT is based on:**

Understanding theory; Practice skills; Personal development and includes:

- Assignments
- Attendance at Training
- Trainer Observation
- Ongoing Feedback
- Concept maps
- Peer evaluation
- Self evaluation
- Competency exam

**46. RECOGNITION OF PRIOR LEARNING (RPL) & UPFRONT ASSESSMENT (UFA)**

Recognition of Prior Learning (RPL) and Up Front Assessment (UFA) processes recognise your existing learning from work experience, life experience (eg. community work, hobbies) and other courses (eg. formal or informal training). This means if what you have learnt elsewhere is relevant to the course you are undertaking, and your skills/competencies and knowledge match the course requirements and your training is appropriate to The Meditation Institute's requirements you may not have to do some parts or all of the course and a full or partial exemption granted.

Successful applicants who have completed and been awarded a qualification for any part of their course from another RTO, are eligible to receive a credit for previously completed components, which exempt them from attendance and assessment.

Each application will be assessed individually on its merits, will be professionally conducted and will be valid, reliable, flexible and fair. Please forward your application along with relevant documentation at least four weeks prior to enrolling.

- An admission fee is applicable for all RPL applications.
- RPL fees are based on the individual requirements for each application.
- Applications must be received prior to acceptance and placement into the course.

**47. ASSESSMENT**

Each level of study is self-directed learning, complete in itself, enhances the previous one and builds for the next. Conducted as educational intensives, they are pitched at a tertiary level of intelligence, with assumed equivalent life experience and education.

Assignments at each level for assessment, contact with other students of like interests and hands-on teaching for guidance adds to the inspiration. There is practical assessment of your teaching as per Shanti Yoga™ requirements and a 3-hour examination, on completion of your course.

Assessment is based on assignments, research and other projects and exercises completed out of session times; attendance and participation at tutorial activities, lectures, guided study program, residential training; regular practice; internship, apprenticeship, teaching practice; practical demonstration of skills, practical and written tests, Competency examinations and appropriate Yogic behaviour.

Projects are assigned to assess competency. Students are required to answer all questions at the end of each section and submit answers to the Institute for assessment.

**Ongoing Feedback**

Assessment for many subjects is progressive. Every effort must be made to 'do the work' i.e. submit assignments etc. in a timely manner. (Distance ed. not restricted by time).

Possible outcomes of assessment might indicate:

Beginning 0-40%. Consolidating 40-80%. Achieving 80-100%. Competent is 100%

- Feedback and debrief will follow where necessary
- The work is returned if it needs re-submission
- Competent assignments are maintained in an evidence folder, for storage and project management of students' portfolios, which contains evidence of standards achieved and a record of the learning process.

**Competency exam**

Assessment will take place in the form of dynamic and interactive feedback to student based on written and practical work.

- Written. Assessed and checked by:
  - i. peers
  - ii. Shantiji
  - iii. independent adjudicator
- Practicals. Assessed on an agreed value system
  - by observation
  - evaluation by self, peer, Shantiji, independent adjudicator
  - as competent or not yet competent.

Examinations are to be taken on the set, not-negotiable date as advised. If a student is not available to attend an examination, Administration must be contacted for a deferred examination.

i All deferred examinations are to be sat within a time designated by the Institute.

ii Fees for a deferred examination can be confirmed with Administration.

## 48. CERTIFICATION REQUIREMENTS

Certification is granted upon:

- successful and timely completion of all written and non-written assignments and assessments
- attendance, active participation and an understanding of the information through
  - dialogue (applies to students in tutorials/retreats)
  - class discussion (applies to students on campus and via skype for correspondence)
  - adequate knowledge in homework, essays, quiz, tests and internships (applies to on and off campus students)
- demonstration of upholding shared community value through the integration of spirituality, ethics, humility and respect with classroom knowledge rising out of being a living example and experience of Yoga and/or Ayurveda living
- successful completion of hours

All students at every level are awarded a Certificate of Completion on successful completion of each individual course, when assessment criteria are met.

## 49. MODERATION

Moderation of assessment processes include validation of assessment tools and establishing and reviewing evidence required for a judgement of competency.

Constant ongoing reviewing, comparing, monitoring and evaluating of our assessment processes, tools and evidence keeps them current, relevant and in the forefront of maintaining appropriateness.

### ONGOING MONITORING & EVALUATION

So that students regularly update skills and knowledge with the latest developments, The Health Institute recommends, supports and presents further education for students. Life itself is a system of continuous learning.

### COURSE COMPLETION (Yoga and Ayurveda)

Completion of the entire course is deemed upon your:

- i Payment of course and relevant fees in full
- ii Presentation throughout the year in class, workshops and/or retreats
- iii Skills, knowledge, attitude throughout the year in class, workshops and/or retreats
- iv Assignments throughout the year
- v Ongoing feedback & six-monthly feedback sessions
- vi Competency exam

## 50. EXPULSION

Students may be suspended or expelled from The Meditation Institute at the discretion of the Directors for:

- Non or late payment of fees
- Failure to uphold or maintain any of The Meditation Institute's regulations and policies
- Teaching inappropriately or inappropriate material (prior to certification)
- Misconduct.

THI's assessment policy is in accordance with the National policy of Assessment and Workplace Training Competency Standards and Competency Board Training (CBT). As such, trainee performance must be to the standard specified and criterion referenced.

## 51. CURRICULUM CHANGES

The Institute reserves the right to alter the curriculum. Changes to the curriculum will be communicated to students via The Institute's notice board, and/or in print. Students studying a course where changes are applicable are required to follow the amended curriculum in order to receive their awarded Professional Training Program.

As health and natural therapies become more regulated, so do the educational aspects of the profession. An increasing amount of time and resources is spent on complying with new government and professional requirements. The two forms that government accreditation takes are registration as a College and accreditation of the individual courses that are offered. A college is an organic entity, constantly changing and upgrading to keep with with new professional, industry, student and government requirements.

## 52. SEQUENCING

The order in which the learning outcomes and performance criteria are assessed and the mode of delivery is determined by The Health Institute. Factors which are considered when determining the mode of delivery shall include the effectiveness in achieving the desired learning outcome and the relative efficiency of the mode. THI reserves the right to alter the sequencing of a course.

## 53. STUDENT SUPPORT

The Health Institute is responsible for the care of students and helps with all aspects of their welfare, including career advice, study skills advice, academic issues such as course planning, Austudy advice, and other study-related issues. You can make an appointment to discuss your needs with a representative from Student Services at College Administration.

The Health Institute shall at all times offer courtesy and support to students and staff, as well as practising active listening when confronted with a person showing signs of discomfort or distress.

## 54. LEARNING RESOURCES

Learning resources are available to course participants in the form of handouts. Use of THI's Library is available for study on the premises. To additionally support learning, resources are also available at University and TAFE Campus Libraries (separate fees may apply).

## 55. EDUCATIONAL & HUMAN RESOURCE STANDARDS

THI shall at all times provide the highest standards of services. This means that trainers conducting our courses have appropriate qualifications, experience and ability to satisfy recognised professional industry performance standards. We will provide a suitable learning environment, using modern facilities and equipment, and will provide high quality courses, using proven training methods and the most up-to-date information based on current research.

## 56. HUMAN RESOURCE PERSPECTIVES

The Health Institute is a very special place. It provides premium services in spiritual wellbeing, personal growth, natural health and human performance within a professional supportive environment fostering trust, harmony and humility, facilitating each individual's growth towards self-actualisation, self-healing and a meaningful purposeful life.

To study and work in a supportive and nurturing environment has tremendous influences to personal growth and the development of healthy thinking patterns. The unique spirit that draws students, lecturers and staff here, many who have been with Shantiji for so long is a testament to the singular nature of over three decades of dedication in the field of Yoga, Meditation, Life studies and Health, with exceptionally high standards of teaching and mentoring. At THI you are a part of something greater - like a small growing tree under the giant banyan shelter.

## 57. FEES AND CHARGES

Fees are subject to change and students should confirm current course fees prior to enrolment or re-enrolment.

A \$250 non-refundable enrolment fee is payable once only upon your first registration into a course.

Payments of fees corresponds to the dates set out in the student contract or training plan. Training will cease if payment is later than seven days. Should financial difficulties be encountered, a meeting should be requested with the Institute's Director and a letter of request for deferment of payment with an alternative payment schedule provided.

<b>Ayurveda:</b>		<b>LOCAL STUDENT FEES</b>	<b>INTERNATIONAL STUDENT FEES</b>
• Cert IV Ayurvedic Lifestyle Consultant	HLT41212	\$8550	\$8550
• Advanced Diploma Ayurveda. Practitioner	HLT60712	\$25, 650	\$25, 650
<b>Yoga:</b>			
• Yoga Education. Cert IV	30847	\$6500	\$9750
• Diploma in Yoga Teaching	30848	\$13 000	\$19 500
• Adv Diploma in Yoga Teaching	30849	\$19 500	\$29 250

## EXAMINATION FEES FOR YOGA

Examination fees (written): \$200

Practicals: \$200 (after success in written exam and all assignments have been satisfactorily submitted.)

## CLINIC FEE

Clinic fees for clinical training are not set separately and are included within the training hours and course fees. All ALC students are eligible to commence clinic and practicum at their level of entry.

Ayurvedic student clinic at The Health Institute is supervised by relevant staff and practitioners from THI. Clinical practice mainly consists of working in the Nirvana Wellness Retreat grounds and gardens, preparation of farm and kitchen produce and herbal remedies. It also can include orientation, reception, observation, assisting, massage, cleaning, washing, discussions, kitchen help, cooking, typing, marketing, filing, practicals, preparing/dispensing medicines, client examinations, tongue and pulse diagnosis, client records and care, research, excursions, lifestyle consultations etc.

## 58. FEE POLICY

A \$250 non-refundable enrolment fee is payable once only upon your first registration.

- In common with other educational institutions, all fees are non-refundable unless a course is cancelled by The Health Institute.
- For current tuition fees see THI's Schedule of Fees for your elected course. The Health Institute reserves the right to increase fees in the event of unforeseen circumstances or modify curriculum, alter a course or examination schedule or cancel a course or courses. You must confirm current fees before enrolment or re-enrolment.
- All fees are due prior to the commencement of each Course. You must be enrolled and financial 30-days before commencing study. Payment in full is preferred. Non-payment of the course in full upon commencement incurs subject-by-subject fee structure.
- All other arrangements must be formalised with the Institute's Administration.
- Scholarship, tailor-made repayment programmes and work experience with THI for some courses exist.
- Tuition fees are non-refundable after the start of a course.
- No refunds or deferments of time or payment are given for failure to attend in fixed schedule courses.
- For failure to attend short courses or intensives, no refunds, but credit towards deferment within a reasonable time limit is offered. Non completion in the fixed duration allocated for the course incurs deferment fee for the student to continue.
- All fees are non-transferable. Any credit of fees held is for the use of that student only.
- Students will be responsible for their own (i) Equipment (ii) Text-books (iii) Professional Association Membership and (iv) Insurance.
- All fees are subject to change, generally per course or on an annual basis. You must confirm current fees before enrolment or re-enrolment. Prepayment in full ensures that you get the course you have enrolled for at the fee listed at the time of your payment.
- For short courses and intensives a deposit is required to secure a place in a class, with the balance of tuition fees due one week prior to commencement.
- Any balance of fees not paid by the due date will attract a late fee of 10%.
- THI reserves the right to vary course fees at any time.
- Current and revised fees will apply to all unpaid fees.
- Any student enrolled for a course opting to drop out due to any reason, after the date of the commencement of the course will still be eligible for 100% payment of fees.

## 59. REFUND POLICY

- No refund or extension of time applies. All fees are non-refundable.
- If a course is cancelled for any reason by The Health Institute and alternative courses or do not suit the applicant, a full refund of fees will be paid, less enrolment fee of \$250.
- Where the applicant has paid the fees for a course and received course training material in part or in full, no refunds apply.
- Where the applicant has paid the fees for a course and wishes to cancel, a full refund of the fees will be made up to four (4) weeks prior to the commencement of the course - less \$300 to cover the costs of administration. Applicants must advise The Health Institute in writing of their intention to withdraw from the course.
- After this date, fees are non-refundable, however, applicants will be offered the opportunity of completing the course at the next available opportunity, or for any equivalent course within the next twelve (12) months. After this period fees are automatically forfeited.

**UPGRADE FEES** for previous students of THI, who trained prior to govt. accredited courses: The current fee, less the fee the student has previously paid for their earlier study. This fee is inclusive of current manuals and 6 retreat week-ends (Cert IV) or 7 (Dip of Yoga) or 8 (Adv Dip) for Gold Coast students and one week's intensive training and assessment at THI, Gold Coast for interstate students.

RPL 80% of the current fee. Includes all retreats, notes, etc.

Repeating 3-day intensive as an update:

Teacher-Trainees: \$1295

Graduates: \$995

Purchase of revised, current course notes & training manuals: \$3500

The safekeeping of notes and training material is the student's responsibility. Re-issue of notes incurs a fee.

## **60. AUSTUDY/ABSTUDY/ YOUTH ALLOWANCE**

- Application for support documents to meet Government criteria should be made to Head Office on the Gold Coast. The Institute has a responsibility to the Commonwealth Government to report absenteeism (long term) and course completion dates to Centrelink. This ultimately affects a student's payments if they do not attend as scheduled with Centrelink.
- A student may be entitled to Government support from Centrelink, whilst studying. Eligibility for this assistance is available at: [http://www.centrelink.gov.au/internet/internet.nsf/individuals/st\\_p ayments.htm](http://www.centrelink.gov.au/internet/internet.nsf/individuals/st_p ayments.htm)

## 61. INTERNATIONAL STUDENT INFORMATION

## 62. COURSE ENTRY REQUIREMENTS

Entry in to the THE HEALTH INSTITUTE'S Ayurveda courses requires that students possess a satisfactory level of English. Students are required to have a minimum year 10 English (level c) or alternatively an IELTS score of minimum 5.5. (Original certificate showing test results must be provided with enrolment application form).

Students with a grade below this level may require an additional English test and if necessary a short course in English to lift their standard prior to commencing their enrolled course. Students enrolling to learn English will be given a short test to place them into the most appropriate level of class. Past educational and vocational qualifications should be added to a student's course entry application. Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

## 63. APPLICATION PROCESS

### Enrolment Policy

THE HEALTH INSTITUTE Management and staff are committed to ensuring that all enrolling students are provided with necessary, timely and accurate information that relates to its training and assessment services available to overseas students.

### Enrolment Procedure

In receiving an enrolment enquiry or application from an overseas student:

- The enrolling staff member shall enquire and assess whether the student's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought. Students are required to have a minimum year 10 English or alternatively an IELTS score of minimum 5.5. (Original certificate showing English test results must be provided with enrolment application form) In the case of a student on arrival being assessed as below English score of 'C' or IELTS 5.5 the student will be advised in writing and may be referred to our English Language department for further English bridging training or potential ELICOS course enrolment. The enrolling staff member shall alert THE MEDITATION INSTITUTE management (in writing by email) where a student's English language proficiency is identified as being below a 'C' Level. Or an IELTS test score is below 5.5
- The enrolling staff member shall ensure that the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable are met.
- The course content and duration, qualification offered see Overseas student manual p. 72
- Modes of study and assessment methods. Modes of study include a hands on training approach with lectures, demonstrations and discussions, simulated work place experiences, observation of actual workplace experience with assessments that include written tests, assignments, observed simulated tasks and workplace experience. Students study competency based training and will be assessed according to established industry standards that will equip the student with the essential skills and knowledge to gain a firm footing in their chosen industry area.
- Campus locations and general description of facilities, equipment, and learning and library resources available to students. (See Overseas Student Manual p. 78 for detail on the above)
- THE HEALTH INSTITUTE may enter into an arrangement with another registered provider, person or business to provide a course or part of a course, however currently none exist.
- Prior to accepting a student, or an intending student, for enrolment in a course, THE HEALTH INSTITUTE will provide, in print or through referral to an electronic copy, current and accurate information regarding the following: (See Overseas Student Manual page 72-76). Indicative course related fees including advice on the potential for fees to change during the student's course and applicable refund policies. Nirvana Holdings trading as The Health Institute reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the applicant. The Health Institute reserves the right to change fees at any time including once a student's course has commenced. All fees listed may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees. (See Overseas Student Manual p. 72 for more detail on the above including fees and refund policy)

- Enrolment, deferment, suspension or cancellation – (See Overseas Student Manual p.74 for more detail. THE HEALTH INSTITUTE Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities of appeal. Students who apply for deferment may do so on the basis of compassionate or compelling grounds. Students who are contravening the rules of attendance at THE HEALTH INSTITUTE may have their enrolment suspended or cancelled. The grounds and procedures for deferments, suspensions or cancellations of study are listed in the Student Handbook and THE HEALTH INSTITUTE website. Transfer of enrolment may only be applied for when a student has completed 6 months of their primary course of study.
- A description of the ESOS framework made available electronically by DEEWR. (See Overseas Student Manual & Agreement pages 72)
- Relevant information on living in Australia including:- Living costs and accommodation options and where relevant schooling obligations and options for school aged dependants of students, including that school fees may be incurred. (See Overseas Student Manual page 72).
- The enrolling staff member shall enquire and assess whether the student's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought. Students are required to have a minimum year 10 English or alternatively an IELTS score of minimum 5.5. (Original certificate showing English test results must be provided with enrolment application form). All students on arrival will be required to sit a short test in English comprehension both spoken and written. If the test result is below the level sufficient for the enrolled course, (English score of 'C' or IELTS 5.5) the student will be advised in writing and will be referred to our English Language department for further English bridging training or potential ELICOS course enrolment. The enrolling staff member shall alert THE HEALTH INSTITUTE management (in writing by email).
- The enrolling staff member will only receive course money from a student or Education agent after or at the same time the signed letter of offer and acceptance has been received. Students will be advised (in the student application/prospectus) that no money should be sent until after signed letter of acceptance has been received by the Health Institute
- The enrolling staff member shall ensure that the student has signed THE HEALTH INSTITUTE's letter of offer and acceptance prior to accepting any enrolment or payment including any conditions on his her enrolment
- The enrolling staff member shall ensure that the enrolling students are aware of THE HEALTH INSTITUTE's Overseas Prospectus information. This will be ensured by all printed and electronic information fully complying with the national code and the enrolling students signature on the enrolling form to verify that they have read and understood the prospectus information. (See Overseas students manual p. 72). Once the application and letter of offer and acceptance has been received the enrolling staff shall initiate an electronic confirmation of enrolment (ECOE) through the PRISMS system and return the advice of enrolment and ECOE to the student.

## 64. TRANSFER STUDENT ENROLMENT

On receipt of an application for transfer of enrolment the enrolling staff member shall:

- Ensure that the student has completed at least six months of his or her principal course (by contacting the provider concerned) of study unless:
  - the original registered provider has ceased to be registered or the course has ceased to be registered.
  - the original registered provider has provided a written letter of release.
  - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
  - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
  - any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing.

When a student requests a transfer of their enrolment to another registered provider the enrolling staff member shall:

- Provide the student with advice on THE HEALTH INSTITUTE's procedures for applying for course transfer, including the need to formalize the request in writing, the request should be both dated and signed, stating the reasons for which they desire to transfer their course enrolment to another provider.
- Advise the student that their request may take as long as, but will not extend past a 7 day assessment period.
- Provide a letter of release only after the student has provided a letter indicating a valid enrolment offer from another registered provider.
- In the case of a student under the age of 18 years of age, only grant a letter of release where the students parent or legal guardians have confirmed in writing their support for the transfer or in the case where the welfare of the student is supervised by the registered provider, the Overseas Student Contact Officer shall also be required to provide support for the

transfer. Valid enrolment from the new course provider will also confirm their acceptance of the welfare responsibilities of the student.

- Issue a letter of release at no charge to the student informing the student that they should contact DIAC for further information concerning their student visa requirements.
- Provide advice of THE HEALTH INSTITUTE's complaints and appeals process should a release refusal letter be issued.
- Ensure that all records associated with a transfer application are filed within THE HEALTH INSTITUTE's student records system.

## 65. STUDENTS UNDER 18 YEARS OF AGE

In receiving an enrolment enquiry or application from an overseas student who is under the age of 18 years old and not under the care of a parent, legal guardian or approved relative, the Overseas Student Contact Officer shall:

- Assume responsibility for verifying the suitability of the student's accommodation, support and general welfare whilst they are studying the courses undertaken. (Checklist)
- Ensure that the student's accommodation and welfare needs are reviewed on a regular basis or at least every quarter. This will be a written report to the CEO, following a meeting between the student and Overseas Student Contact Officer and filed in student file.
- Identify the dates where responsibility of the student's accommodation, support and general welfare will be assumed by THE HEALTH INSTITUTE and when that responsibility is due to cease. (finalization of course study)
- Advise DIAC of these dates utilizing the DIAC proforma (available through the PRISMS website)
- Prior to accepting the responsibility for the student's accommodation, support and general welfare, the accommodation arrangements shall be checked for suitability by the Overseas Student Contact Officer. (Checklist)
- Where accommodation is deemed unsuitable, the Overseas Student Contact Officer shall report the need for a change to the accommodation arrangements to the CEO and seek an alternative arrangement.
- Any changes to the students reported accommodation arrangements shall be reported to DIAC using the DIAC proforma letter (available through PRISMS).
- In the event of the students enrolment be suspended, transferred or canceled, the Overseas Student Contact Officer shall maintain responsibility for the appropriateness of the students accommodation, and continue to carry out checks on a regular basis or at least every quarter including support and general welfare until responsibility for the students accommodation, support and general welfare has been accepted by another registered provider or the student leaves Australia or other suitable arrangements are made that satisfy the Migration Regulations or the Overseas Student Contact Officer reports to DIAC that it can longer approve of the arrangements of the student.
- If the under 18 student has a visa that covers multiple courses and the student is currently enrolled with THE HEALTH INSTITUTE, all responsibility for the students accommodation, general welfare and support will remain with THE HEALTH INSTITUTE during the nominated period.
- Finalization of the provider's responsibility for the student's accommodation arrangements shall be reported to DIAC using the DIAC proforma letter.
- E (OS) Regulation 1998 Section 9.

## 66. EMPLOYMENT

Students should refer to the Department of Immigration and Citizenship for advice on their allowable hours in which they can gain employment and work which is subject to change. Current requirements allow for students to work up to 20 hours per week while enrolled in the course and unlimited hours out of course enrolment time.

## 67. MONITORING ENROLMENT LOAD

### Load Monitoring Policy

HEALTH INSTITUTE Management and staff are committed to ensuring that all enrolling students are monitored within their study loads to ensure that they are able to complete their training within their enrolment period.

### Load Monitoring Procedure

During the period of enrolment HEALTH INSTITUTE staff shall:

- ensure (by daily checks of class attendance rolls) that the enrolments of students and their study loads are in keeping with their enrolment durations as stipulated by their CoE's
- ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.
- only extend the students study where the student is unable to complete their study or training within the expected duration where advice is provided that the following reason prevail:
  - compassionate or compelling circumstances



- compassionate or compelling circumstances may include illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit, being involved in or witnessing a traumatic traffic accident, receiving news of death of immediate family member, receiving news of sudden natural disaster such as earthquake, flood or fire which has affected family property
  - the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
  - an approved deferment or suspension of study has been granted under Standard 13
- record this variation and the reasons for it on the students file.
  - report all variations to a students expected enrolment duration via PRISMS when the study variation extends past expected enrolment duration stipulated by their CoE.
  - not allow a study load for any student to contain more than 25% distance education or any study period to contain distance only units of study.
  - except in the circumstances specified in 9.2, not allow the expected duration of study specified in the student's CoE to exceed the CRICOS registered course duration.

## 68. COURSE CREDIT

### Course Credit Policy

HEALTH INSTITUTE Management and staff are committed to granting course credit where previous study, experience or current competencies are requested by enrolling students to be recognised in any course enrolment.

#### Course Credit Procedure

The Enrolments Officer shall:

- on receiving a request for course credit supply the student with a current Recognition of Prior Learning (RPL) Kit for the unit or units of competency /course that the student is seeking course credit for, and dated copy kept in student file.
  - If the course credit leads to a shortening of the students course, on receiving a completed RPL application from an enrolling student, should pass the application onto the relevant training staff member as soon as possible and dated copy kept in student file.
  - If the course credit leads to a shortening of the students course, register the change in course duration within the electronic confirmation of enrolment (ECoE) through PRISMS. Where course credit is granted for a unit/units of competency or course, prior to the confirmation of enrolment or if course credit is granted after initial enrolment and course commencement, submit a variation via PRISMS and dated copy kept in student file.
  - ensure that students who are granted course credit are provided with a report identifying their successful application for course credit and their acceptance of the report is noted and signed by the student and kept in student file.
  - ensure that the signed Course Credit report is filed within the students records file and that the Overseas Student Contact Officer is advised of the students new course duration.
  - SEE COURSE CREDIT APPLICATION FORM PAGE 83
- a traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)
  - where the registered provider was unable to offer a pre-requisite unit; or
  - inability to begin studying on the course commencement date due to delay in receiving a student visa.

## 69. INTERNATIONAL COURSES

Certificate IV in Yoga Education, accredited code 30847.

CRICOS code 077504F

Diploma of Yoga Teaching, accredited code 30848.

CRICOS code 077505E

Advanced Diploma of Yoga Teaching, accredited code 30849.

CRICOS code 077506D

Certificate IV Ayurvedic Lifestyle Consultant, accredited course code: HLT41212.

CRICOS code 078307C

Advanced Diploma of Ayurveda (Practitioner), accredited code: HLT 60712.

CRICOS code 078308B

## YOGA COURSES

*Cultivate a healthy body, a clear mind and fulfilled life through the practice of yoga.*

Yoga is an Indian art of health that has been practiced for over two thousand years. Being a form of gentle, relaxing exercise, yoga strengthens the joints, muscles, tendons and bones, increases flexibility, stimulates the circulation of energy in the body, and enhances mental clarity. Yoga not only maintains physical and mental well-being in healthy individuals but is also an excellent way to gently introduce mobility and relaxation to people who are physically challenged. In addition, Yoga is used as a tool to build the foundations for sitting meditation practice for mental clarity, peace of mind and enlightenment.

The programs will introduce participants to several basic practices of yoga drawn from two unique lineages, Hatha yoga and Shanti yoga. These two forms of yoga include internal self-massage, slow movements, mindful stretching, floor, sitting and standing postures, as well as meditation.

### **SOME KEY BENEFITS YOU WILL EXPERIENCE IN THIS UNIQUE AND POWERFUL PROGRAM**

Yes, you will be inspired and educated. But that's the very least of it.

Out of literally hundreds of exceptional life transforming practices available, these are the best of the best. Even after delving into just one or two of the yoga modules, you will see your life in a very different way, and you'll be able to make strides in your health, relationships, wealth, career path, and whatever areas of life that are most important to you, and where you previously felt stuck.

Discover the most powerful practices to recognise and eliminate the most destructive emotional barriers that sabotage your success and happiness. You are going to receive the most emotional-barrier-clearing and life-changing personal exercises, along with a very wide range of unique and important insights that will shift your awareness and life tremendously.

Expose the unusual ways in which certain things you own are, at a completely subconscious level, currently causing you great stress, depression, anger, and confusion, and physical pain ... this is always one of the most startling and clearing of practices! Unveil key areas in your life where you are living according to other people's scripts versus your own. Opportunity is always knocking. The problem is that most people have the self-doubt program in their heads turned up way too loudly to hear it.

Unlock creativity hidden inside you and discover how to focus it to dramatically improve your success in finding your gift. You will inevitably experience real and remarkably greater self-awareness. Students are typically surprised at how much clarity they experience, and how much they didn't know about themselves.

Banish the sneaky 'devils' that provoke you into doubting yourself. Discover remarkably powerful practices to clear away self-doubt and focus you sharply (and rapidly) on achieving your goals and happiness in ways that also happen to be fun! You will experience a boost in your self-esteem that seems magical! (But it's only natural).

Recognise and clear away the secret vampires lurking in so many corners of your life have been, without your conscious awareness up until now, stressing you out, sucking away your daily energy, and causing you pain. Bust through stubborn barriers that you didn't even know were there to improve your healthy and weight.

Learn how to instantly restore your inner peace whenever you feel anxious or overwhelmed. Improve all of your relationships dramatically, and discover important emotional-barrier-clearing truths about yourself in the process. Delve into unusual but very powerful new practices that will rapidly boost your success with your health and weight goals, including the most powerful, unique, health-boosting, life-changing exercises you will ever encounter to help you achieve health, energy, career success and more fast!

Through these teaching practices you will inevitably experience far greater energy, focus, creativity, self-confidence, inner-peace, resilience and drive ... the keys to achieving the success and happiness you know deep inside should be yours... and end the emotional and physical pain you experience in the process. Boost your energy and motivation which will help you succeed at whatever you desire most.

### STUDY UNITS IN YOGA INCLUDE:

1. History and Philosophy of Yoga
2. Yoga Health: Ayurveda, health, nutrition and lifestyle
3. Yoga Relationship and ethics
4. Yoga Body: Anatomy and physiology & postures, asana.
5. Yoga Breathing, pranayama.
6. Yoga Relaxation, nidra.
7. Yoga Concentration, dharana.
8. Yoga Meditation, dhyana.
9. Yoga Sound: mantra, kirtan, Sanskrit.
10. Self Mastery, mastering success and yoga leadership.

The three Government Accredited and CRICOS approved yoga courses available at The Health Institute are:

## Certificate IV in Yoga Education

**CRICOS Course Code:** 077504F

**Delivery Mode:** On-campus full time

**Course start date:** Feb/July each year.

**Duration:** 52 weeks inc. holidays, 40 weeks exc. holidays

**Qualification:** Certificate IV

**Nationally Recognised:** Yes

**Awarded by:** Health Institute Australia

**Pre-requisite:** None

**Fee:** A \$250 non-refundable enrolment fee is payable once only upon your first registration into a course.

The total course fee for Certificate IV in Yoga Education is \$9750.

Flexible payment plans available.

## Diploma of Yoga teaching and Life Skills

**CRICOS Course Code:** 077505E

**Delivery Mode:** On-campus full time

**Course start date:** Feb and July each year

**Duration:** 104 weeks

**Qualification:** Diploma

**Nationally Recognised:** Yes

**Awarded by:** Health institute Australia

**Pre-requisite:** Certificate IV Yoga Education

**Fee:** A \$250 non-refundable enrolment fee is payable once only upon your first registration into a course. The total course fee for Diploma of Yoga Teaching is \$19, 500.  
Flexible payment plans available.

## Advanced Diploma of Yoga Teaching

**CRICOS Course Code:** 077506D

**Delivery Mode:** On-campus full time

**Course start date:** Feb and July each year

**Duration:** 156 weeks

**Qualification:** Advanced Diploma

**Nationally Recognised:** Yes

**Awarded by:** Health Institute Australia

**Pre-requisite:** Diploma of Yoga

## 70. CERTIFICATE IV AYURVEDIC SUBJECTS

Module	Content
I. UNDERSTANDING THE TRUE NATURE OF YOUR MIND AND BODY Foundations of Ayurvedic medicine Fundamentals & History (AVAT, AYPHIL)	a. Knowledge of life (veda) b. History of Ayurveda (ithias) c. Evolution of Ayurveda (avataran) d. Philosophy of Ayurveda e. Sanskrit and illustrate its calligraphy (practicum)
II. PROCEEDINGS OF THE COSMOS, WISDOM OF THE AGES Basic Principles AYUPRIN	a. Central principles - Creation theory - Panchamahabhootas - Gunas - Doshas b. Classical principles and practices
III. DISCOVERING YOUR AYURVEDIC BODY TYPE Analysis (AYUPRKT)	a. Prakruti b. Ayurvedic Body types c. 3- & 8-fold examination
IV. DEFINING THE AYURVEDIC BODY Sharira: Ayur. Anat & Phys (SHAR)	a. Elements (mahabhoota) b. Biological principles (doshas) c. Sub-doshas d. Seven tissues (dhatu) e. Essence (ojas) f. Three wastes (trimalas) g. Channels (srotas) h. Digestive Fire (agni) i. Toxicity (aama) f. Embryology
V. CREATING HEALTH THROUGH BALANCE (SVRIT)	Balance and Self Health Care (swastha vritta) Habits and moderation. Adjustment to natural forces Health in relation to colour, form, sensation and smell Daily & seasonal routines (dinacharya, ritucharya, etc.) Understanding the nature of Disease
VI. EATING RIGHT WITHOUT DIETING Mastering the key to weight loss/gain Using the power of your digestion to lose/gain weight Aahar: Ayur Nutrition (AHR)	Aahar 1: Fundamentals (Ayur & Western) AHR-1 Aahar 2: Eating for Health AHR-2 Aahar 3: Diet & Constitution AHR-3 Aahar 4: Kitchen Pharmacy. Properties of Ayur/West food items AHR-4 Aahar 5: Ayur Cooking AHR-5 (practicum)
VII. VIRILIFICATION, REJUVENATION, LONGEVITY (RASVAJ)	a. Rejuvenation (Rasayana) RASVAJ-1 b. Virilification and Aphrodisiacs (Vajikaran) RASVAJ-2
VIII. IMPROVING YOUR LIFE USING THE WISDOM OF THE AGES (practicum)	Exercise without strain YOG-1 (practicum) Raising energy, raising consciousness PRAN-1 (practicum) Stress management and deep relaxation NIDRA-1 (practicum) The senses, mind, higher self, wellbeing and Meditation DHYANA-1 Secrets & principles for inner peace & success, MNTRA-1 (practicum)
IX. REVITALISATION THROUGH AYURVEDIC MASSAGE	Massage principles ABH1 Intro to marma points MARM-1 Relaxation Massage AYMAS1 (practicum)
X. TREATMENT AYLIFCO	Chikitsa Provide ALC (practicum)
XI. COMMON UNITS	- BSBWOR203B Work effectively with others - HLTAP401B Confirm physical health status - HLTCOM404C Communicate effectively with clients - HLTHIR301C Communicate and work effectively in health - HLTCOM406C Make referrals to other health care professionals when appropriate - HLTCOM405D Administer a practice - HLTCOM408D Use specific health terminology to communicate effectively - HLTIN301C Comply with infection control policies and procedures - HLTF311A Apply first aid - HLTWHS300A Contribute to WHS processes
XII. CLINICCLNC-LC (practicum)	Clinic and practicum Ayurvedic Detox Retreats

EXAM: Theory and Practical

## 71. ADVANCED DIPLOMA AYURVEDIC SUBJECTS

This qualification covers the skills needed to work as a Practitioner in Ayurvedic Therapeutic and Remedial Treatments including Ayurvedic herbal medicine, Ayurvedic massage and Ayurvedic nutritional advice.

As an Ayurvedic Practitioner you will be able to check the equilibrium of each person, defining their composition and help them quantify the status of their equilibrium. You will also help the client/patient define his or her ideal state and recommend means to achieve it. As Ayurveda has so much to do with health and personality development with its moorings on adaptability and building natural resistance to disease, the program is structured not only to help clients achieve good health but also understand the nuances of adaptability so that a healthy lifestyle becomes a lifetime habitual pursuit.

In The Ayurvedic Practitioner Course (HLT60712, AdvDipAyur- nominal 1800 hrs) the emphasis is on managing and administering herbal medicine and other treatment plans according to the philosophy and practices of an Ayurvedic framework.

The Practitioner Course is unique in that it is run as a fixed course in a set time, over three trimesters, its foundation study parallel with Ayurvedic Lifestyle Consultant.

**For the AdvDipAyur you need to achieved competency in:**

### UNIT CODE      SUBJECT DESCRIPTION

#### Core units

##### *Common units*

BSBFLM303C	Contribute to effective workplace relationships
CHCORG428A	Reflect on and improve own professional practice
HLTAP401B	Confirm physical health status
HLTAP501C	Analyse health information
HLTCOM404C	Communicate effectively with clients
HLTCOM406C	Make referrals to other health care professionals when appropriate
HLTCOM502C	Develop professional expertise
HLTCOM503D	Manage a practice
HLTFA311A	Apply first aid
HLHIR501C	Maintain an effective health work environment
HLTIN504D	Manage the control of infection
HLTWHS300A	Contribute to WHS processes

##### *Specialisation units*

HLTAYV404D	Provide ayurvedic advice on nutrition
HLTAYV412C	Provide ayurvedic lifestyle consultation
HLTAYV601C	Plan ayurvedic herbal medicine treatment strategy – dravyaguna
HLTAYV602C	Plan ayurvedic treatment strategy
HLTAYV603D	Prepare and dispense ayurvedic herbal medicine – dravyaguna
HLTAYV605D	Provide ayurvedic herbal medicine treatment
HLTAYV607C	Plan ayurvedic remedial massage treatment strategy
HLTAYV608C	Manage work within the ayurvedic framework
HLTAYV609C	Perform ayurvedic health assessment
HLTAYV610C	Perform ayurvedic remedial massage health assessment
HLTAYV611C	Provide ayurvedic remedial massage treatment
HLTAYV613D	Provide ayurvedic treatment
HLTAYV615C	Apply ayurvedic diagnostic framework

## 72. COURSE ATTENDANCE

It should be understood by all THE HEALTH INSTITUTE Staff that a student may be at risk of failing within their course progress if they are falling behind in consistent attendance in training courses. Students MUST attend all classes as specified by THE HEALTH INSTITUTE in the course timetable. Course attendance will be monitored daily and students who fail to attend classes will be at risk of having their enrolment suspended or cancelled.

- A student who misses 2 consecutive days will be reported to the OSCO as soon as practicable
- The OSCO will enquire concerning their welfare and whereabouts and report any concerns to THE HEALTH INSTITUTE management.
- The OSCO shall request a medical certificate where a student is reporting health issues and course attendance difficulties.
- All student absenteeism will be monitored by Staff and student attendance rolls will be reviewed weekly by the OSCO.
- Where 5 consecutive days of non attendance is recorded a counseling session will be requested with the student to ascertain the reason.
- Student absenteeism will be reported in writing to THE HEALTH INSTITUTE Management
- Students demonstrating consistent absenteeism without a medical certificate will be warned in writing and advised by THE HEALTH INSTITUTE Management of its policies and procedures for course enrolment suspension and or cancellation in writing of its intention to report the student for not achieving satisfactory attendance. The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process and that the student has 20 working days in which to do so.

### Reporting Unsatisfactory Attendance:

The Overseas Student Contact officer shall report to the Principal Executive Officer (PEO) all unsuccessful appeals and also where:

- the student has not chosen to access the complaints and appeals process within the 20 working day period or if the student withdrew from the appeals process
- or the process is completed and is adjudicated in the favor of THE HEALTH INSTITUTE (i.e the students appeal was unsuccessful)

In reporting unsatisfactory progress the Overseas Student Contact officer shall:

- provide written advice to the student that they are being reported to the Secretary of DEST through PRISMS for unsatisfactory course attendance and provide additional advice and support where required. Copy also to be sent to PEO
- provide a report with documented evidence of interventions strategies implemented with the student to the Principal Executive Officer (PEO) and outlining the reasons that the student should be reported for unsatisfactory attendance.
- the PEO must notify the secretary of DEST through PRISMS as soon as practicable after receiving a final report of unsatisfactory course progress.
- For ELICOS and non award courses THE HEALTH INSTITUTE may decide not to report the student for breaching the 80% attendance requirement where:
  1. the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (eg. illness where a medical certificate states that the student is unable to attend classes)
  2. the student is making satisfactory progress and attendance is above 70%

## 73. COURSE PROGRESS POLICY

THE HEALTH INSTITUTE Management and staff are committed to monitoring, recording and assessing the course progress of each enrolled student in the course that they are enrolled within each study period or at least each 6month period. THE HEALTH INSTITUTE Management and training staff apply Intervention Strategies when students at risk of unsatisfactory course progress are identified in any study period.

### Course Progress Procedure

The Overseas Student Contact Officer shall ensure that they have indicated their non-adoption of the DEST – DIAC Course Progress Policy through the PRISMS page and select 'No' where the questions is asked 'DEST – DIAC Course Progress Policy & Procedure implemented'?

During the period of enrolment all HEALTH INSTITUTE training staff shall:

- ensure that the enrolled students are assessed for their course progress at the end of each study period (by checking class written teacher assessments, no less than 10 weeks and not exceeding a period of 6 months)
- ensure that the course progress requirements (as outlined by the class teacher) are clearly defined for all enrolled students prior to the commencement of each study period. The teacher will advise the student verbally and in writing (by handing the student a completed Intervention Strategy report Form) see p. 119 at the first instance where they have failed to achieve a 50% assessment. If the student fails to achieve a second consecutive assessment a written notification of such will be given to the student and OSCO, and will also be advised of the course progress policy and procedure
- ensure that all students are aware of the intervention strategy (as outlined by the class teacher to each class) that will be

implemented where an unsatisfactory progress has been reported in 50% or more of the course requirement in any given study period.

- ensure that the Overseas Student Contact Officer is informed in writing when a student has recorded a 50% or more unsatisfactory assessment in any study period.
- ensure that once the Overseas Student Contact Officer has been informed and that action is taken by meeting between student and teacher, to implement the THE HEALTH INSTITUTE's Intervention Strategy as soon as practicable, providing advice and necessary counsel to the student.
- ensure that teacher reports student's progress results from the HEALTH INSTITUTE Intervention Strategy is reported on a regular basis to the Overseas Student Contact Officer.

## 74. INTERVENTION STRATEGY

Where a student is at risk of failing in their course progress. The Overseas Student Contact officer shall ensure that training staff apply an appropriate course progress intervention strategy: The Overseas Student Contact officer shall ensure the intervention strategy includes:

- guidance concerning the appropriateness and suitability of courses undertaken by the student.
  - guidance and reference to the units of competency where NYC's have been recorded.
  - demonstration of the competencies where they have recorded NYC's.
  - information concerning the rescheduling of re assessment events.
  - information concerning the potential need to report the student to DIAC if they maintain unsatisfactory course progress for two consecutive study periods.
  - written DIAC notice advice.
  - complaints and appeals procedures.
- Strategies for assisting students at risk could include, but are not limited to, the student:
- attending academic skills programmes;
  - attending tutorial or study groups;
  - receiving individual case management;
  - attending study clubs;
  - attending counselling;
  - receiving assistance with personal issues which are influencing progress;
  - receiving mentoring;
  - being placed in a suitable alternative subject within a course or a suitable alternative course; or
  - a combination of the above and a reduction in course load. (Some of the above may incur additional fees).

THE HEALTH INSTITUTE Training staff shall:

- ensure that the course progress intervention strategy is implemented within the first four weeks of the next study period.
- maintain records of interventions provided to the student at risk and provide regular reports of progress to the Overseas Student Contact Officer
- ensure that the student who has unsatisfactory course progress for two consecutive study periods has been informed of their right to appeal the assessment decision and that they have 20 working days in which to do so. The grounds on which a student may appeal the assessment decision include:
  - the providers' failure to record or calculate a students marks accurately.
  - compassionate or compelling circumstances
  - the provider's failure to implement its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
- ensure that if the appeal is successful and the students is found to have a course progress that is above 50% the student will not be reported to DIAC via PRISMS and there will be no requirement for intervention strategies.
- ensure that if the appeal does show that the student has demonstrated unsatisfactory progress and there are compassionate or compelling reasons for their lack of progress, ongoing support must be provided through THE MEDITATION INSTITUTE's intervention strategy and the student is not reported to DIAC via PRISMS.

## 75. REPORTING UNSATISFACTORY PROGRESS

In reporting unsatisfactory progress the Overseas Student Contact officer shall:

- provide written advice to the student that they are being reported to DEST for unsatisfactory course progress and provide additional advice and support where required. Copy also to be sent to PEO
- provide a report with documented evidence of interventions strategies implemented with the student to the Principal Executive Officer (PEO) and outlining the reasons that the student should be reported for unsatisfactory progress.
- the PEO must notify the secretary of DEST through PRISMS as soon as practicable after receiving a final report of unsatisfactory course progress.

## 76. HELPING INTERNATIONAL STUDENTS

The National Code 2007 brings greater protection, clarity and flexibility for students.

Benefits include:

- Written agreement, including refund provisions, between you and your education or training provider.
- A strengthened appeals and complaints process for students.
- Intervention strategies to help you if your education and training provider is concerned with your progress.
- Critical incident policies to assist you in the event of unforeseen and difficult situations.

## 77. INTERNATIONAL STUDENT'S FEES AND CHARGES

THE HEALTH INSTITUTE Management and staff provide timely and accurate information on the course related fee requirement to enrolling and enrolled students of THE HEALTH INSTITUTE. Fees are subject to change and students should confirm current course fees prior to enrolment or re-enrolment.

Course Fees and Payment Options: Application Fee: AU \$250 is to be paid upon application.

The cost of Health Insurance will be advised upon application.

### Course Fees for Overseas Students:

Certificate IV Ayurvedic Lifestyle Consultant	HLT41212	1 year	\$8550
Advanced Diploma Ayurveda	HLT60712	3 years	\$25, 650

Course fees include: student manual (Modules 1-10), practical Ayurvedic massage course, Ayurvedic vegetarian cooking course, specialised units, common health units, senior first aid and student i.d. card.

+

### CLINIC

Clinic fees for clinical training are not set separately and are included within the training hours and course fees. All ALC students are eligible to commence clinic and practicum at their level of entry.

Ayurvedic student clinic at The Health Institute is supervised by relevant staff and practitioners from THI. Clinical practice mainly consists of working in the Nirvana Wellnes Retreat grounds and gardens, preparation of farm and kitchen produce and herbal remedies. It also can include orientation, reception, observation, assisting, massage, cleaning, washing, discussions, kitchen help, cooking, typing, marketing, filing, practicals, preparing/dispensing medicines, client examinations, tongue and pulse diagnosis, client records and care, research, excursions, lifestyle consultations etc.

### Extras (not included in course fees):

#### AYURVEDIC DETOX RETREATS

Detox retreats are optional and extra. They are subsidised for Ayurvedic course students @\$100/night for accommodation. Meals are: \$20 B/fast \$25 lunch \$15 supper. Experience the seven pillars of wellbeing on retreat: nature, nourishment, vitality, beauty, calm abiding, unadulterated, pure, fresh, spring water, harmony and life balance. Please note these retreats are conditional upon space availability.

#### AYURVEDIC STUDY TOUR TO INDIA WITH SHANTIJI

Students have an annual opportunity to enjoy a cultural experience in India, visit Ayurvedic centres and pharmacies, tour spice and herb farm and visit Ayurvedic hospitals, yoga retreats, places of pilgrimage and interest. For tour prices and dates, please enquire at THI office.

#### PROFESSIONAL ASSOCIATIONS

Graduates from The Health Institute are eligible for membership and encouraged to join professional associations relevant to their modality and location. Annual membership to the AAPA is encouraged and necessary for insurance purposes. Australasian Ayurvedic Practitioners Association has various levels of membership:

1. Ayurvedic Practitioner \$80.20
2. Ayurvedic Lifestyle Consultant \$55
3. Ayurvedic Trainee \$25
4. Associate/Friend \$25

Australasian Ayurvedic Practitioners Association



## TEXT BOOKS (optional extra)

Ayurvedic Health and Wellbeing by Shanti Gowans \$33  
Ayurvedic Vegetarian Cooking by Shanti Gowans \$33  
Ayurvedic and Yoga Dictionary by Shanti Gowans \$49.95  
Food for Life, Ayurvedic Recipes by Shanti Gowans \$39.95

## Course Fees Procedure

The Enrolment officer shall:

ensure that all information contained in marketing and advertising that relates to course fees are accurate and relevant to current fee policy, and that students are informed prior to any course fee changes. Copy to be forwarded to PEO on receiving and enquiry or written application from a student or advice from the Overseas Student Contact Officer concerning course fee refunds, provide the enrolled or enrolling student with information relating to and access to the course fee refunds procedures. Copy to be forwarded to PEO on receiving an enquiry or written application from a student or advice from the Overseas Student Contact Officer; advise THE HEALTH INSTITUTE management of the pending application.

## 78. ACCOMMODATION

### HOMESTAY

Homestay with Australian family, own room meals included \$220 per week

### Other Fees

Enrolment Fee (all courses)	(non refundable)	\$250
Airport pick-Up Drop Off	(Gold Coast Coolangatta)	\$90
Airport pick-Up Drop Off	(Brisbane)	\$150
Apartment/Homestay placement fee		\$200 (non refundable)

### Living on the Gold Coast:

The following information provides an indication of living expenses on the Gold Coast.

- Student Accommodation Lodge - Arrivals	\$140/week
- Backpacker Accommodation - Trekkers	\$31/night
- Motel -	\$476/week, 5 mins to Immigration office, park, shops etc.
- Share accommodation with a family, meals included -	\$250/week.
- Share a flat -	\$120/week, plus food and power \$100/week.

Single person costs of living: Rental Accommodation (unit/villa):

- 1 Bedroom AUD \$175-\$220 pw
- 2 Bedroom AUD \$200-\$240 pw  
(Dependent upon whether furnished or unfurnished)
- Southport Motel (2 mins walk) 2 beds sleeps 3 with bathroom inc. microwave, kettle & fridge \$476 per week (meals extra)

Electricity	AUD \$25 pw
Telephone (Landline)	AUD \$10-15 pw
Medical	AUD \$7 pw (based on Medibank Private current rates)
Public Transport	AUD \$15 pw
Food	AUD \$60 - \$100pw
Laundry	AUD \$12 pw
Other	AUD \$50 (Clothing, toiletries, entertainment)
Budget per week for a single person:	AUD350 – AUD400

Renting Apartment (with laundry & kitchen) – Can range from \$300 - \$500 plus per week depending on the area and location.

Family of 4 Costs of living per week (Approximate)

Rent	AUD 300 – AUD 450 Approx
Other Housing costs	AUD 119
Schooling	AUD 108
Cars	AUD 125
Food	AUD 250
Sport and Recreation	AUD 40

Approx budget for a family of 4: \$1100.00

If you have any further questions prior to making an application:-  
please phone The Health Institute on 617 5531 0511

## **English - Courses start any Monday**

Foundational English (beginner) full time 20 hours per week duration 2-50 weeks \$250 per week

General English (beginner to Advanced) 20 hours per week duration 2-50 weeks \$250 per week

Payments may inadvertently be received in the account prior to the accepted written agreement reaching the THE HEALTH INSTITUTE. In this case, THE HEALTH INSTITUTE will not use the course money received and will immediately contact the student or agent to inform them that the payment cannot be processed (and the enrolment cannot progress) until the provider receives the accepted written agreement. For compliance purposes THE HEALTH INSTITUTE will record on file the action taken to notify the student that their enrolment cannot progress and keep evidence that the money has not been used. THE HEALTH INSTITUTE will return money if no agreement is forthcoming after 30 days. THE HEALTH INSTITUTE will accept a faxed copy of the accepted agreement as notification of acceptance.

Nirvana Holdings trading as The Health Institute Australia reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all course fee payments received from the applicant. The Health Institute reserves the right to change fees at any time including once a student's course has commenced.

All fees listed may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.

## **79. REFUND POLICY**

The Institute reserves the right to cancel or postpone any courses prior to their scheduled commencement date. In such circumstances, if a course is cancelled, or postponed by more than four weeks, and if the student is unable or unwilling to enrol in a similar course at THI, all fees will be refunded within two weeks after the default day. Upon receipt of a visa or entry permit, tuition fees, under normal circumstances, will not be refundable.

There is no reduction in tuition fees for students who commence late. A refund of tuition fees will only be granted in accordance with the Institute's Refund Policy set out below.

### **Course Fee Refunds Agreement**

Where an application is received for a Course Refund THE HEALTH INSTITUTE will:

On receiving a written application for course refund, the Enrolments Officer shall:

- Provide a total refund of tuition fees paid in advance where a course place is no longer available or a Visa has been denied.
- Refunds will only be considered where a valid receipt is provided, that has been issued by THE HEALTH INSTITUTE or an authorised Education Agent.
- Provide a 85% refund of tuition fees paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 10% administration fee (Including any Agents Fee max \$1000.00).
- Provide a 75% refund of tuition fees paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 25% of tuition fees. The partial refund will be less 10% administration fee (Including any Agents Fee max \$1000.00).
- Provide no refund of tuition fees paid in advance, where enrolling students provide less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement.
- No refund will be paid after the agreed start date. Refunds will only be paid to the person who has entered into the contract with THE HEALTH INSTITUTE, unless the person states in a signed statement, to pay the refund to someone else. Refunds will be paid within four weeks of receipt of written notification. Bank charges/IMT fees will be deducted from any refund made by electronic transfer.
- If a visa application is denied by Immigration, the enrolment fee and any material or text book fees will not be refunded
- Students who dispute the refund procedures will be provided with access to THE HEALTH INSTITUTE internal/external appeals procedure and be advised of their further rights under civil, consumer protection laws.
- If you cancel your Accommodation 2 weeks before your arrival:- 100% of any accommodation or placement fee will be refunded, however you will be charged \$100 to cover administration costs. If you cancel your accommodation booking less than 48 hours before arrival, you will be charged one week's accommodation fee and \$100 to cover administration fees and the placement fee will not be refunded.
- 100% of the airport pick-up fee will be refunded if notice of the cancellation is received more than 48 hours prior to the student's arrival. If notice of the cancellation is received less than 48 hours prior to the student's arrival the airport pickup fee will be charged and no refund will be provided.

### **Process for claiming a refund:-**

Students (or guardians) must provide written application for refunds, which must be signed and dated, stating reasons. The application must include the original receipt from THE HEALTH INSTITUTE or authorised Education Agent. Successful applications for refund will only be issued in the name and to the account of the original application issuer. Where practical monies refunded will be paid in the same currency as originally remitted.

## 80. REFUND DISPUTES

THE HEALTH INSTITUTE has a Dispute Resolution procedure designed to settle any disputes over refunds. THE HEALTH INSTITUTE has a trained counsellor to assist students and explain any decisions. Overseas students may request an independent mediator to help settle the dispute if necessary. They may also nominate a support person to be present at any stage of the dispute resolution process. Full details can be found in the student complaints and appeals procedure. This agreement and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

### **The Education Services Overseas Students Act (ESOS)**

Under the ESOS Act the above contract does not remove the right to take further action under Australia's consumer protection laws.

The ESOS Act ensures student rights to pursue other legal options.

Under the provisions of the Education Services for Overseas Students (ESOS) Act 2000 and the Education Services for Overseas Students Regulations 2001, regarding refunds, if the registered provider defaults, refunds cannot be covered by a written agreement between the provider and the student.

## 81. COMPASSIONATE AND COMPELLING CIRCUMSTANCES

In order for a student to establish compassionate and compelling circumstances, they must provide proof of these circumstances. The evidence will be reviewed and a decision made at the discretion of the Institute.

### **Definition:**

Compassionate or compelling circumstances are generally those beyond the control of the student, when they have an impact on the student's course progress or wellbeing. These could include:

- Serious medical condition or injury
- Bereavement of close family members such as parents or grandparents
- Major political upheaval or a natural disaster in the student's home country requiring their immediate travel.
- A traumatic experience which could include but is not limited to:
- Involvement in or witnessing of an accident;
- A crime committed against the student;
- The student has been a witness to a crime and this has impacted on the student.

### **Guidelines**

- Medical certificates provided as evidence must:
- Be issued by a registered doctor
- State that the student has a 'medical condition and is unfit for class.'
- State the length of time the student will be unfit for class.
- Include the doctor's contact details.
- A death certificate provided as evidence must be certified and translated into English.
- Evidence of major political upheaval or a natural disaster must be within reasonable proximity to the students' family and will be investigated by the Institute.
- Evidence of a traumatic experience must include a police report or psychologists' report/letter or report/letter issued by a suitably qualified professional.
- The psychologist report/letter

## 82. STUDENT TRANSFER REQUEST POLICY

In accordance with the national code of Practice for Registration Authorities and Providers of Educational and Training to Overseas Students 2007, International students must stay with The Health Institute the first 6 months of their principal course. If the student is enrolled in a package of courses, they must stay with the Institute for the length of the prerequisite courses, and then the first 6 months of the main course. In addition, the Institute will not knowingly enrol a transferring student from another educational provider prior to 6 months of their principal course being completed. This policy does not apply to students who have already completed 6 months of their principal course.

### **Guidelines**

Circumstances where a student transfer is allowed within six months.

- If the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- If the original registered provider has provided a written letter of release;
- If the original registered provider has had a sanction imposed on its registration by the Australian Government, state or territory government that prevents the student from continuing his or her principal course;
- If any government sponsor of the student considers the change to be in the student's best interest and has provided written

- support for that change;
- If the student can demonstrate compassionate and compelling circumstances in accordance with the Compassionate and Compelling Circumstances guidelines.
- If the student has paid the scheduled tuition fee in full.

### **TRANSFER TO THE HEALTH INSTITUTE**

If an onshore international student wishes to enrol in a course at The Health Institute, they must submit a release letter from their current provider before the Institute will issue a COE.

Management may use the Institute's application form, PRISMS or a copy of the student's visa in the passport to ascertain the principal course and whether they satisfy the 6 month ruling to enrol at The Health Institute.

Where the student is under 18, The Health Institute will require written confirmation from the student's parent or legal guardian supporting the transfer.

### **TRANSFER FROM THE HEALTH INSTITUTE TO ANOTHER PROVIDER**

Onshore International students who wish to enrol into a course at another provider must request in writing a release letter and submit this with a valid letter of offer from the other provider to the Director of The Health Institute, for consultation in the first instance.

A transfer will only be granted under the circumstances listed under the aforementioned and a letter of release will be provided within 10 days of the transfer request being lodged, if it is approved by the Director.

If a release letter is granted, Administration will submit a course variation through PRISMS using the 'transferred to another provider variation'. A copy of this course variation will be placed in the student's file.

Where The Health Institute does not grant a letter of release, the student will be provided with written reasons for refusing the request within 10 days and will be informed of his/her right to appeal the decision, in accordance with The Health Institute's Student Complaints and Appeals procedure.

Students will not be granted a release letter, where it would be detrimental to the student.

Where the student is under 18, The Health Institute will require written confirmation from the student's parent or legal guardian supporting the transfer and written confirmation from the new provider that they will accept responsibility for the accommodation, support and welfare arrangements of the student.

## **83. STUDENTS UNDER THE AGE OF 18**

In receiving an enrolment enquiry or application from an overseas student who is under the age of 18 years, and not under the care of a parent, legal guardian or approved relative, the Overseas Student Contact Officer shall:

- Assume responsibility for verifying the suitability of the student's accommodation, support and general welfare whilst they are studying the courses undertaken.
- Ensure that the student's accommodation and welfare needs are reviewed on a regular basis or at least every quarter. This will be a written report to the CEO, following a meeting between the student and Overseas Student Contact Officer and filed in the student file.
- Identify the dates where responsibility of the student's accommodation, support and general welfare will be assumed by THE HEALTH INSTITUTE and when that responsibility is due to cease. (finalization of course study).
- Advise DIAC of these dates utilizing the DIAC proforma (available through the PRISMS website)
- Prior to accepting the responsibility for the student's accommodation, support and general welfare, the accommodation arrangements shall be checked for suitability by the Overseas Student Contact Officer.
- Where accommodation is deemed unsuitable, the Overseas Student Contact Officer shall report the need for a change to the accommodation arrangements to the CEO and seek an alternative arrangement.
- Any changes to the students reported accommodation arrangements shall be reported to DIAC using the DIAC proforma letter (available through PRISMS).
- In the event that the students enrollment be suspended, transferred or cancelled, the Overseas Student Contact Officer shall maintain responsibility for the appropriateness of the student's accommodation, and continue to carry out checks on a regular basis or at least every quarter. The Overseas Student Contact Officer shall also support and take care of the general welfare of the student until responsibility for the students accommodation, support and general welfare has been accepted by another registered provider or until the student leaves Australia or other suitable arrangements have been made that satisfy the Migration Regulations or the Overseas Student Contact Officer reports to DIAC that it can longer approve of the arrangements of the student.
- If a student under 18 has a visa that covers multiple courses and the student is currently enrolled with THE HEALTH INSTITUTE, all responsibility for the student's accommodation, general welfare and support will remain with THE HEALTH INSTITUTE during the nominated period.

Finalization of the provider's responsibility for the student's accommodation arrangements shall be reported to DIAC using a DIAC proforma letter, E (OS) Regulation 1998 Section 9.

## **Policy about arrangements for unaccompanied children**

Approval for a Family: See Policy and Agreement.

### **84. UNACCOMPANIED CHILDREN**

#### **Approval of a Family**

**To ensure a family is able to provide a child with a stable environment, the following should apply:**

- Both parents **MUST** hold a current blue card in Queensland.
- The couple must give evidence that they have been residing at the current residence for minimum of 2 years. (Copy of Rates notice or lease document must be provided)
- The primary income earner must show to have been in their current occupation for a minimum 2 years. (Reference to effect from accountant)
- They must have a minimum of 1 school age child living with them (school document)
- A character reference from a recognized community leader (eg. Councillor, Rotarian, Doctor)
- The accommodation should be located in an area that will allow easy access to THE HEALTH INSTITUTE by public transport and be located in a nearby residential area.
- The accommodation provider shall agree in writing to provide accommodation to the student for the duration of the student's enrolment.
- In the event that, due to unforeseen circumstances, the accommodation provider is unable to fulfill this obligation, a minimum one month's notice must be provided.

**An orientation program for members of an approved family who have not hosted an overseas student previously will include:-**

- The family must include provision for three meals daily (including a packed lunch if requested).
- The student must have their own private room that includes a desk for study with bathroom facilities separate from the parents' facilities.
- Meals provided should be provided at regular hours each day with quiet time each day to allow study time.
- Alcohol, drugs or any other intoxicating substance are not to be provided to the student.
- A curfew must be imposed, whereby the student must be home by 10pm unless special permission is granted by the host parents.
- The host parents must know where the student is at all times and have the student's mobile phone number at hand.

## 85. DEFERMENT PROCEDURE

THE HEALTH INSTITUTE Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities for appeal.

### **Deferment Procedure:**

#### **The Overseas Student Contact Officer must:**

- Respond to each request for Course Study deferment by requiring a written request from the student that identifies the reason for which they require a course of study deferment.
- On receiving a request for Course study deferment, the Overseas Student Contact Officer, will ensure that the student is aware of THE HEALTH INSTITUTE's appeals process.
- Notify THE HEALTH INSTITUTE management staff of the pending application providing a copy of the written request for consideration in the next HEALTH INSTITUTE management meeting.

The HEALTH INSTITUTE Management meeting shall ensure that the deferment request is considered on the grounds of the written request and ensuring that compassionate and compelling circumstances (which are beyond control of the student) are assessed where evidence of their validity is provided.

#### **These circumstances may include:**

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or a natural disaster in the home country requiring emergency travel which has impacted on the student's studies
- A traumatic experience which could include: involvement in, or the witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologist's reports)
- Where the registered provider was unable to offer a pre-requisite unit; or
- Inability to begin studying on the course commencement date due to delays in receiving a student visa.

#### **Deferment Request Responses**

Following the HEALTH INSTITUTE's management meeting where the student's request is considered, the Overseas Student Contact Officer shall:

- Ensure that the student is informed of the resulting decision of the THE HEALTH INSTITUTE management meeting in a timely manner. This will be done by advising them in person if available and also by email with a CC to the PEO
- Ensure that all records of the request and supporting evidence are copied and placed in the student's file. Confirmation to be sent by email to the PEO
- Maintain the enrolment of the student should the student seek an appeal through the internal or independent adjudicator appeals process.
- Ensure that the student is advised to contact the office of DIAC so that they are informed as to the impact of their deferment on their existing student visa.
- Report the student's change of enrolment to DIAC via PRISMS as soon as practicable after a decision regarding the deferment has been finalised and recorded by THE HEALTH INSTITUTE management.
- Respond to advice from DIAC concerning the issuance of a new ECOE through PRISMS.

## 86. SUSPENSION OR CANCELATION PROCEDURE

Where a student's conduct has been found to violate THE HEALTH INSTITUTE's rules of enrolment and where a warning has been provided, the Overseas Student Contact officer shall:

- Inform the student that their misconduct has resulted in a report being made to THE HEALTH INSTITUTE'S management.
- Ensure that the student is aware that they may access THE HEALTH INSTITUTE's internal appeals process and independent adjudicator.
- Inform the student, should a decision to suspend or cancel their enrolment be made by THE HEALTH INSTITUTE management, that they have 20 working days to appeal following the decision. (THE HEALTH INSTITUTE management has 10 days to commence the process after the appeal application has been received)
- Provide a written report for the next THE HEALTH INSTITUTE management's meeting, detailing the misconduct and the manner in which their conduct has been dealt with up until that point (the report should detail dates, times and persons involved).

### **Suspension or Cancellation Responses:**

Upon receiving a report regarding misconduct, THE HEALTH INSTITUTE management shall:

- Validate the actions of all staff involved, seeking further advice, verbal or written.
- Where necessary, seek further advice from the student or students involved, maintaining an unbiased approach to the student or students involved.
- Decide whether an enrolment suspension or enrolment cancellation is warranted.
- Ensure that in upholding the decision to suspend or cancel the student's enrolment, the student is informed in writing, stating the reason for THE HEALTH INSTITUTE Management's decision, re-affirming the students right to the internal appeals process and an independent adjudicator, within twenty working days.
- Maintain the student's enrolment if the student chooses to access THE HEALTH INSTITUTE's internal appeals process, except in the case of extenuating circumstances (definition follows).
- Only report the student's change in enrolment to DIAC via PRISMS if the student does not appeal the decision or if the student requests an independent adjudicator,
- Report the student's change in enrolment to DIAC via PRISMS before the outcome of any internal/external appeals process if extenuating circumstances exist.

**Extenuating circumstances' relating to the welfare of the student may include but are not limited to the following. The student:**

- Refuses to maintain approved care arrangements (only for students under 18 years of age);
- is missing;
- has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
- has engaged in or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- is at risk of committing a criminal offence.

### **Definition**

To defer or suspend enrolment means to temporarily put one's studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, Employment and Workplace Relations (DEEWR through Provider Registration and International Student Management System (PRISMS) of the deferment or suspension of enrolment. A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student. It is important to note the meanings of the terms for this context – suspension of enrolment is not necessarily due to misbehaviour – suspension of enrolment may also be initiated by the student.

## 87. THE HEALTH INSTITUTE'S ELECTIVES

### YOGA TEACHER TRAINING COURSES

Yoga Education	Foundational studies & practice
Yoga Leadership & Teaching	Yoga leadership for perfect health
Advanced Yoga Teaching	Teaching yoga for perfect health
Asana, Pranayama, Vinyasa, Drishti	
Designed to Move	Ideo-kinetic movement education
Facilitating Asana	Assisting, modifications, adjustments

### INSTRUCTOR TRAINING COURSES IN YOGA FOR CHILDREN

Shanti Yoga for Children	Yoga as physical education curriculum
As a twig is shaped	Values education
Ready, Steady Go/Relax	Yoga to relax, enjoy, create and learn
Healing our young	Towards a better future
Yoga mum, Buddha baby	Yoga in pregnancy & immediately after
Raising children in Love, Justice & Truth	

### WELLBEING: HEALER COURSES

Yoga for a strong, healthy back	Healing backpain without surgery
Illness to Wellness	Yoga movement therapy, Chikitsa
Begin with the body, heal with the mind	for body, emotional and mental health
Biodynamics & Breathwork	The secret path of energy, breath & mind in yoga
Rejuvenation & Slow release	In ageing, convalescence, substance abuse, injury
Energy medicine	Kundalini, chakras, glands, channels, Ayurveda
Yoga for Woman	Health: from menstruation to menopause

### AYURVEDA COURSES - VEDIC SCIENCE OF LIFE, HEALTH & HEALING

Lifestyle Consultant	Competency based training, Certificate IV, Ayurveda (govt. accredited)
Practitioner	Competency based training, Advanced Diploma, Ayurveda (govt. accredited)

### MEDITATION & DEEP RELAXATION COURSES

Learn meditation easily	Fundamentals and basic aspects
Eradicating Suffering	From fear to fearlessness
Simplicity	Bringing Meditation to real life
Inner peace	Increases focus and dissolves anxiety and stress
Focus and Concentration	Extending and deepening the practices
Mind and its Control	Taming and training the mind (Vedic)
The practice of mindfulness	The practice of enriching presence
Vipassana	Insight Meditation
Deepen meditation	
Relaxation made easy	Achieve deep relaxation and reduce stress easily
Relaxation & Self Healing	Guided Imagery & Stillness

### PHILOSOPHY, SPIRITUALITY AND WISDOM TEACHINGS

Who am I? Beyond religion	Historical & global perspective on the development of the mind, heart & soul of humankind
The Vedic View of Life	Where every breath is a prayer
Essentials of Hinduism	Forms of the formless: The world of Gods and goddesses
Buddhism for Beginners	The road to Nirvana
The Tradition of Practical Spirituality	
Christianity and Yoga	Heaven comes to earth: Christianity and the Cosmic Christ
The Yoga Sutras	Raja Yoga
Bhakti Yoga	Bhakti
Jnana Yoga	Jnani
Yoga Communication	Paramahansa
Tantra	Yoga & Relationships



## **ARTS AND CULTURE**

Bollywood Fusion Instructor Training  
Yoga and Dance  
Yoga & Creative Arts  
The Healing Voice  
The Grooming of Excellence, Shanti Yoga finishing course

## **WORLD CHANGE AND SERVICE**

The Art of Living  
Basic Sanity  
How to live, love, laugh and last a lifetime  
Integral Leadership  
Peace Studies 1 & 2 (Education for Peace; Living Values)  
The new economics: From growth to wellbeing  
The Reinvention of Work  
Team work makes the Dream work

## 88. INTERNATIONAL STUDENT AGREEMENT

Between Nirvana Holdings Pty Ltd, trading as The Health Institute Australia and the student.

- I hereby apply for enrolment in a course at The Health Institute and agree to abide by the following:-
- I agree to pay all fees required to ensure that they will arrive at The Health Institute at least four weeks prior to the course start date.
- I understand the requirement that courses at The Health Institute require a prerequisite level of English for entry and that I must provide proof of my English level.
- I understand that upon my arrival, The Health Institute will test my English language ability and may require further English classes before being admitted to the course of my choice.
- I also understand that it is a requirement by Law for The Health Institute to check that my Visa details are correct and that any discrepancies will be reported to the Australian Immigration department if necessary.
- I understand that I will be regularly assessed by The Health Institute and agree to accept assessment decisions. I also understand that I must maintain a minimum 50% assessment in any one study period.
- I understand I must commit to 100% attendance as per the timetable or I will risk been suspended or losing my student visa.
- I understand that if I hold an Australian Student Visa, I must maintain at least 80% attendance during my course and that if I fail to meet this or satisfactory assessments, The Health Institute has an obligation to report me to Australian Immigration authorities.
- I understand that I cannot transfer to another college during the period of my enrolled course without a written letter of release from The Health Institute.
- I understand that I must notify The Health Institute of any change of address in Australia, which is a requirement of Australian Student Visa holders by the department of Immigration.
- I understand that any school age children or other dependants who accompany me, will be required to attend school and pay full fees at a Government or Private School.
- I understand that The Health Institute is required to provide personal information about its students to the Australian Government and other designated authorities, including the Tuition fees Assurance Scheme and the ESOS Assurance Fund Manager. This information includes my contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

By signing the Application for enrolment, I agree to abide by The Health Institute's policies and procedures outlines in this student's agreement.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

PLEASE CONTACT US FOR AN ENROLMENT FORM.



P.O. Box 3512 Australia Fair QLD. 4215  
1, 126 Scarborough St, Southport  
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F. (07) 5531 0522  
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