

Endeavour Alumni

Congratulations on graduating in your chosen field, you are now a member of Endeavour's diverse alumni community! With a body of successful practitioners, academics, lifelong learners and forward thinkers, Endeavour's alumni are leaders in natural health, research, education and product innovation.

Being part of the Endeavour Alumni Program is all about making great contacts, building a career, furthering your education and being able to connect easily to the wealth of history and knowledge of its members.

We encourage you to get the most out of the Alumni Program to learn, socialise, network and grow through:

1. Attending events

An exciting schedule of events is planned including monthly webinars, practitioner networking and special interest events with views and insights from successful alumni, leading researchers and business professionals. For upcoming events visit endeavour.edu.au/careers-service

2. Accessing Endeavour's Alumni Webinar Recordings

Endeavour's Alumni Webinar Program regularly features new research in the field of natural health, graduate success stories and has an emphasis on hosting webinars that can assist you with your business development skills. Webinar recordings are available at endeavour.edu.au/careers-service/webinar-recordings

3. Reading the Endeavour Blog

The Endeavour Blog is a leading health and wellness blog dedicated to sharing useful, uplifting and thought provoking opinions and insights from a select team of writers endeavour.edu.au/blog

Congratulations!

Congratulations on your graduation, we wish you every success in your career.

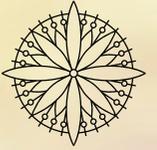
Contact us

Student Services

- ☎ 1300 462 887 (choose option 2)
- ✉ student.services@endeavour.edu.au

Student Assistance Program (SAP)

- ☎ 1800 336 207 (Confidential counselling 24/7)
- 🔍 accesseap.com.au



ENDEAVOUR
College of
Natural Health

Course Completion and Graduation FAQs

endeavour.edu.au

Connect with Student Services

Australian College of Natural Medicine Pty Ltd (ACNM) trading as
Endeavour College of Natural Health HEP: PRV12070 | CRICOS: 00231G - NAT

I believe I have completed my course and can now graduate

First and foremost Congratulations! If you have picked this up it means that you have the end goal in mind and are planning accordingly. The below will answer most of the FAQ's about course completion and graduation. Connect with the national student services team on **1300 462 887 (option 2)** or **student.services@endeavour.edu.au** if we can be of any further assistance.

Do I automatically receive my documents and Award?

This is not an automatic process. If you believe you are eligible to graduate having completed all subjects and paid your fees, you then need to apply to graduate via the Student Portal. If you do not apply to graduate, we are not informed of your current details and postal address and your documents will not be processed. Make certain to submit your application to ensure eligibility to graduate.

When can I apply to graduate?

As soon as the results release date has passed for your final subject, you can submit your application to graduate in the Student Portal. Before this date, we cannot process your application as your results have not been finalised.

Where do I find the 'Apply to Graduate' form?

Visit the Student Portal, go to 'Resources & Links' then 'Forms' and search for 'Apply to Graduate'. Complete the form with your up to date contact and postal details and submit the request.

I have noticed 'incomplete' grades for a final subject, what does this mean?

The "I" will indicate that your result is incomplete. This could be because of a deferred exam or an assessment piece still in process of final marking or completion. It could also be that moderation is in process. If your grade is incomplete you can still complete the application to graduate and the request will be held pending until a final grade is released.

What do the different course status codes mean?

Please refer to the explanatory key on the final page of the Academic Transcript.

When will I receive my documentation?

Once your application to Graduate has been processed and confirmed, a Letter of Completion and an Academic Transcript will be issued with the status 'Eligible to Graduate' (EG). Please allow 7-10 days to receive your documents. The final process is conferral of your degree by College Council which meets approximately every two months. After conferral, your Testamur* will be posted within the following 14 days. All documents will be posted to the address you have provided when you have applied to graduate. If you have not received your documents in this time, please contact student services.

*Testamur – certificate granted to graduating students provided as documentary evidence of their successful completion of the course.

My address has changed after receiving my Letter of Completion and Academic Transcript

Please ensure you update your details through the Student Portal or via student services as soon as any changes occur to ensure your documents are sent to the correct address.

My name is incorrect on my academic documents

When you receive your Academic Transcript and Letter of Completion there is a section at the bottom of the letter which allows you to advise of any changes due to errors. Please send this back to the College and the changes can be made. Name change/corrections must be accompanied by certified copies of name change certificates/documentation confirming the official name or spelling.

Will I be able to register with associations before receiving my Testamur?

You are able to use your Letter of Completion and Academic Transcript to apply to join an association/s. Please contact each association to check on individual application and documentation requirements.

I am an Acupuncture student, will AHPRA be informed of my course completion?

Once your application to graduate has been received and finalised, the College will inform AHPRA via a dedicated Provider Portal of your successful course completion. Students must contact AHPRA directly to complete a full registration application to apply for practitioner status.

Academic documentation after Graduation

Can I have a digital/email copy of my academic documentation?

The College only issues Academic Transcript or Testamur in hardcopy which is posted from the Office of Student Records in Brisbane, Queensland. There is provision to request for additional express postage or trackable delivery (additional fee applies).

I have misplaced my Letter of Completion

You can request a re-issue of your Letter of Completion at any time from student services which can be emailed to you at no cost.

I have damaged my Testamur, how do I get a reprint?

Please submit a 'Request for Academic Documentation' form to student services (fee applies). You must surrender the damaged Testamur to the College before a re-print can be issued as only one original copy of your Testamur is permitted in circulation. You can return the Testamur to student services in person or post to your nearest Campus.

I have lost my Testamur or Academic Transcript, how do I get a re-issue?

Please submit a 'Request for Academic Documentation' form to student services (fee applies). If you request a re-issue of your Testamur you are also required to submit a Statutory Declaration confirming its loss (Declaration form is also available from the College). Academic Transcript re-issue/request does not require a Declaration and can be requested at any time.

I have married/divorced/officially changed my name

Please provide your change of name certificate in the event of marriage or official name change.

If you were born in Australia, to go back to your previous family name after separation or divorce, you need your Australian marriage certificate, your Australian birth certificate and your divorce certificate (if applicable). In all instances, please provide your original certificates or certified copies to student services in order for any legal name changes to be made.

Graduation Ceremony

When is my Graduation Ceremony?

The College holds Graduation Ceremonies nationally once a year. Please refer to the published Semester Based Study Calendar for cut-off dates to attend the current graduation ceremony. The Calendar can be found at endeavour.edu.au/current-students/faqs

Annual Graduation Ceremony details

Ceremony details will be posted to the website (Student FAQ/Events page) late in the calendar year for the following year's ceremony. Students eligible to attend will then be sent an invitation and registration by email in the late New Year (approximately March). Please ensure that you advise the College of any change to email addresses on an ongoing basis to ensure you receive your invitation.

I forgot to RSVP to the graduation invitation

In the first instance please submit a late reply to your graduation ceremony initiation or alternatively contact events@endeavour.edu.au

I want to join a different graduation ceremony

Graduands are invited to the ceremony and will appear in the graduation booklet under the Campus that they completed their final subject/s. In exceptional circumstances, a student can request to attend a different ceremony however this is at the discretion of the College and each request will be assessed on a case by case basis. In the first instance please reply with details to your graduation ceremony invitation or alternatively contact events@endeavour.edu.au