

TERMS AND CONDITIONS OF ENROLMENT

1. Name change

Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

2. Contact details

Your current address to which the notification of the result of your application can be sent should be provided with your phone number and email address (if any)

3. Certified copies of original documents

Attach certified or attested copies of all your official documents including transcripts and, academic certificates.

Following people are eligible to certify copies:

An authorised officer from the institution that originally issued the documents (such as a Registrar or Principal); An Australian overseas diplomatic mission or any overseas Australian Education Centre; or An authorised CIBT representative Other legally recognised individuals in Australia (JP, Public Servants etc). Certified translations must accompany if the documents are not in English. Evidence of completing a course should indicate that all.

4. English Language Proficiency

You are required to show evidence of your English language proficiency. Include your IELTS score or equivalent English proficiency by supporting document. If you are unable to provide an accurate assessment of your English language level with your application form, you may be required to take English Test before you are admitted to CIBT.

5. Recognition of Prior Learning (RPL)

Students will be given recognition of prior learning against the units listed under the course they are enrolled in if they are able to evidence such prior learning. Students who have completed unit/s at another recognised institution or college may apply for an exemption in that unit/s. If the application for exemption is accepted, the student is granted an exemption in that unit.

For an exemption to be granted a written application should be submitted to CIBT VET Director within two days of joining the Institute. The application should include the evidence that the content, competencies achieved, and normal duration of the prior courses are reasonably similar to the units being delivered at CIBT. The decision regarding granting exemptions rests with the Director.

6. Payment of tuition fees.

Fees for all courses are payable either in lump sum or at least for two terms in advance. If the student does not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. CIBT reserves the right to review its fees without notice. Students should check the fee details prior to pa.

7. Payment details:

	Vocational Program	English Program
Enrolment fee	A\$ 200	A\$ 200
Materials fee	A\$ 250	4-12 Weeks A\$ 80 over 13 Weeks A\$ 120
Tuition fee	A\$ _____ (____terms)	A\$ _____ (____terms)
OSHC fee	A\$ _____ (____months)	A\$ _____ (____months)
Accommodation assistance (Optional)	A\$ 180	A\$ 180
Airport reception (Optional)	A\$ 100	A\$ 100
Total Fee and Charges A\$	_____	

8. Payment Bank

Please make your payment to Crown Institute of Business and Technology as follows:

Account Name: Crown Institute of Business and Technology Pty Ltd Trust A/C
Account Details: BSB no. 032-099 Account no: 432853
Bank Name: Westpac Banking Corporation
Reference: Student's Full Name
Branch: 181 Miller Street, North Sydney, NSW 2060, AUSTRALIA

9. Refund policy

- No obligation for refund is created on Crown Institute of Business and Technology until an official payment has been received.
- All requests for refunds must be submitted in writing to the Registrar/ Student Services Manager of Crown Institute of Business and Technology. Refunds will be paid to the source of payment within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.
- Enrolment fee and accommodation assistant fee will not be refunded.
- If the student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be refunded **in full**. However, all documents together with an original letter from the Australian Embassy or DIAC office need to be provided to CIBT before the course commencement date.
- The Crown Institute of Business and Technology Refund Policy is consistent with the requirements of the National Code (Sections 42 – 44) and the ESOS Act 2000 (Sections 27-31) on Student default and Provider default. As provider
- Crown Institute of Business and Technology will pay a refund to students in the following circumstances:
 - Refund for Provider Default:** In the case of a default by Crown Institute of Business and Technology the Institute **will refund all paid tuition fees within two weeks** of the date of default. Crown Institute of Business and Technology will also give the student a statement that explains how the refund amount has been calculated. CIBT's defaults can include the course not starting on the agreed starting day; the course ceasing before it is completed, or the course not being provided in full to the student
 - Refund for Student Default:** In the case of a Student Default the Crown Institute of Business and Technology, will make a refund to the student according to Sections 42-44 of the National Code. The student will be paid any refund within four weeks after receiving a written claim.

- Any **special circumstances** of student's request for refund will be assessed case by case. The example of special circumstances may include death or sickness of a family member who require the student to return to their country or the student requires medical treatment due to sickness. **Please contact the Student Services Manager/ Registrar for more information of special circumstances request for refund.**

- Where a student, after accepting an offer of place, gives a 28 days notice prior to his/her course commencement an inability to under take the course, 90% of the course fees paid will be refunded.

- Where a student after accepting an offer gives less than 28 days notice prior to his/her course commencement an inability to under take the course, 75% of the course fees paid will be refunded.

- Where a student who withdraws from a course on the commencement date or after the semester commences will not be eligible for a refund of current semester course fees.

- This agreement does not remove student's right to take further action under Australian Consumer Protection Laws or to pursue other legal remedies.

- Where an enrolment has been made through an agent, any service fees deducted by the agent will have to be claimed from the agent.

- Students who believe they have been given an incorrect refund are entitled to appeal the decision and are entitled to have an independent person appointed at the college expense to resolve the appeal. The Crown Institute of Business and Technology appeals procedure does not inhibit your rights to pursue other legal remedies

10. Academic progress requirements.

Admission, if granted, is subject to the continuous academic progress required of the student. **The candidate needs to perform well in order to continue to be enrolled in the courses offered by the Institute. Student visas issued by DIAC require that students maintain satisfactory academic performance during the entire duration of the course.**

11. Attendance requirements

There are strict attendance requirements for all the College's courses. Student visas issued by DIAC require that the students attend minimum of 20 hours/ week of classes and maintain a minimum of 80% attendance at all times.

12. Assessment procedures.

Assessments are carried out for all the courses. The type of assessments depends on the subject or course. Typically the assessment procedures include class activities, practical works, assignments, projects, case study; written tests, visits, case studies, role playing exercises, presentation A candidate must satisfactorily complete all the required assessments to the required standard to gain a qualification.

13. Student's rights

The terms and conditions of enrolment, as stated above, do not remove the right of the student to take action under Australia's consumer protection laws. Students may opt for third party representation at any stages of dispute resolution.

14. Access to student's details

Information provided by the students are private and confidential. However, they may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, under the CIBT's obligation to ESOS Act and the National Code.

15. OSHC Cover.

Please note that it is mandatory that all international students must have, or must have paid for OSHC, before coming to Australia on student visa. This health cover is mandatory. For more information regarding the premium and the type of cover, please check Medibank Private website at <http://www.medibankprivate.com.au>. CIBT can organise OSHC for you.

16. Your responsibility.

You must be aware of your code of behaviour, responsibilities and CIBT's policies on discipline, access and equity, Occupational health and safety, privacy, welfare and guidance. You must access, read and comply by the CIBT policies provided in the Student Handbook.

17. Declaration and signature

This application form must be signed and dated for pursuance

18. Indemnity declaration.

By signing this declaration you agree that Crown Institute of Business and Technology, its teachers, employees, representatives and agents shall not be liable for any damage to you (including death, bodily injury, disability, loss, damage to property) caused by attendance at any premises owned/ leased, operated/ controlled by Crown Institute of Business and Technology.

I declare that all given information are current and accurate. I have read, understood and accepted the terms and conditions of enrolment and agree to be bound by them.

Student Signature

Date