

ECA ENROLMENT TERMS AND CONDITIONS

1. Education Centre of Australia (ECA) may amend the Conditions of Enrolment at its sole discretion and ECA will notify all students in writing of any changes applicable to their enrolment.

2. I must attend all scheduled classes, except where there is a legitimate reason for non-attendance that is acceptable to ECA. If my enrolment is terminated due to a breach of this condition, I understand and agree that I am not entitled to a refund of any fees or other charges paid.

3. All lessons and materials related thereto, supplied by ECA, are copyright and remain the property of ECA. Any unauthorized copying may constitute a breach of the Copyright Act 1968 (as amended).

4. I am required to use my best endeavors to meet the requirements of the program and to abide by the rules and regulations of ECA in respect to the conduct of students. If there is any breach of these rules or my behavior is deemed unacceptable by ECA as outlined in our student handbook, my enrolment may be cancelled.

5. I may be required to attend organized activities as part of my program. I authorize ECA and/or the host company for the professional internship, to obtain medical treatment for me should it be deemed necessary. I agree to indemnify ECA and any host company for any expenses, loss, damage or liability of whatsoever nature occasioned as a result of authorizing and arranging any emergency medical treatment for myself.

6. I am responsible for my own books, equipment and personal items and I hereby release and indemnify ECA from all liability and claims for any loss of, or damage to, such items, however caused.

7. ECA regrets it cannot accept responsibility for changes to a student's work commitments or personal circumstances.

8. Courses which offer payment plans are treated as those offered to students paying in full and even if a student withdraws from the course payment of outstanding fees are still due as per contractual agreement between myself and ECA.

9. ECA courses only commence when minimum numbers are reached, should ECA be unable to offer me the first course I will be offered first position in the next intake date or a full refund can be arranged at my discretion.

10. Specific insurance for injury and personal liability is required for the period of the professional internship and I agree to pay the premium for this insurance prior to the commencement of the professional internship.

11. I must provide ECA with my address and contact details and will promptly inform ECA of any changes to my details.

12. My personal information will be made available to the Australian Computer Society (Professional Year Program Only), the Department of Immigration and Citizenship (DIAC) and other Australian government bodies as required by law but within privacy laws.

13. Successful completion of any of our courses does not guarantee that I will receive permanent residence.

14. I understand that ECA has a Grievance Policy, a copy of which is available on request.

TRANSFER OF FEES

All fees are non-transferable, either between students and/or faculties of ECA. No monies paid to an individual faculty within ECA can be used for another faculty within ECA. For example monies paid to ELSIS English College are not useable for Professional Year Program should the student wish to change courses.

TRANSFER BETWEEN CLASSES

If you wish to transfer between classes each section's rules are as follows:

Victoria University – Upon completion of form and payment of an \$80.00 administration fee and once approved at the end of each term

Zenith Business Academy – Upon completion of form and payment of an \$80.00 administration fee and once approved at the end of each cluster

Professional Year Program – No transfers allowed

EL SIS – Upon completion of form and once approved at the end of each week for commencement in the following week.

REFUNDS

Full Refund

Education Centre of Australia will provide a full refund (tuition fees and insurance fees) within 14 days of receipt of written notice of cancellation where approved under the following conditions:

- ECA is unable to offer the proposed course and where a suitable alternative cannot be provided.
- ECA refuses the application for enrolment
- Written notice of cancellation is received 10 weeks prior to commencement of the course.
- Written notice of 4 weeks must be given for cancellations for accommodation.

Partial Refund

A partial refund will be provided (tuition fees and insurance fees) within 14 days of receipt of written notice of cancellation, less the amounts to be retained by ECA as detailed below:

- A non-refundable amount equal to 50% of the tuition fee, if written cancellation is received 4 weeks prior to the commencement of the program
- The participant must apply directly to the insurance provider for any refunds of Insurance fees.

No Refund

ECA will make no refund of any fees if written notice of withdrawal is received after the commencement of either module of the program. Membership fees for the ACS, CPA or any other licensing fees will not be refunded

- Airport transfers are non-refundable should a student fail to notify the college of change of flight details.
- Accommodation placement fees are non-refundable.
- Breach of student's behavior causing cancellation of enrolment