

Step by Step Procedure

Step 1: Fill in the Application Form

Download an application form from the ECA Website (Essential Documents)/

<http://www.professionalyear.info/wp-content/uploads/2009/05/ECA-Professional-Year-Application-form.pdf> .

Please ensure you complete all relevant sections, and the information is accurate.

Step 2: Produce documents

Attach copies of certificates, academic transcripts or results notices that show you meet the entry requirements of your selected course (Professional Year IT/Accounting).

Please refer to Student Checklists for further information:

<http://www.professionalyear.info/application-information/student-checklist>

Step 3: Submit the Application

Submit your application form and any certified documents to Student Admissions at Education Centre of Australia at admin@eca.edu.au .

Step 4: Receive a Letter of Offer (allowed 48 business hours for processing)

Successful applicants will receive a letter of offer that includes the name and details of the course and course fees they have applied for. It will also have an attached document that includes all the terms and conditions of enrolment at ECA, the refund policy and requirements for Professional Year participants, so it should be read carefully.

The letter of offer should be signed by the student and returned to ECA by the above methods with the first payment.

Signing the letter of offer also indicates that the student has read and accepted all the attached terms and conditions of enrolment.

Step 5: Payment of Course Fees

The letter of offer will include all the payment details. Course fees must be paid in advance of course commencement. Your payment consists of course fees, an application fee.

Methods of Payment:

Students may pay by Cash, Direct Deposit, Credit Card, EFTPOS, Telegraphic Transfer or Bank Cheque. ECA Credit card authorization form can be downloaded from <http://www.professionalyear.info/wp-content/uploads/2010/03/ECA-Credit-card-Authorization-Form.pdf>

Please note Saturday payments are only accepted between 10am and 3pm. We don't accept cash on Saturdays.

Please find below the bank details below:

Bank Details

Bank Name: HSBC

Account Name: Education Centre of Australia

BSB: 342078

Account Number: 050127001

Swift code: HKBAU2S