

Please complete this form and attach copies of all documents required. If these documents are not provided, your application will be incomplete. Your application cannot be considered without full documentation being attached.

STUDENT DETAILS

Title: _____ First Name: _____ Family Name: _____
 Date of Birth: ____/____/____ Age: _____ Gender: Male Female Country of Birth: _____
 Nationality: _____
 Email: _____
 Address in Australia: _____
 _____ Mobile: _____
 Passport Number: _____ Expiry Date: ____/____/____

VISA DETAILS

Do you hold a current skilled Graduate Visa (Temporary Subclass 485)? Yes (complete details below) No (see below)
 If YES, what is the 485 Visa Expiry Date? ____/____/____
 If NO, what type of visa do you hold? Bridging A Student Visa Other _____
 What is your Visa Expiry date? ____/____/____

COURSE DETAILS

Course Name	Start Date
<input type="checkbox"/> Professional Year (ICT) - Information Technology	____/____/____
<input type="checkbox"/> Professional Year (SMIPA) - Accountancy	____/____/____

EDUCATION HISTORY (name of tertiary course studied in Australia)

University/Institution: _____
 Course Name: _____ Start Date: ____/____/____ Completion Date: ____/____/____

ENGLISH PROFICIENCY

Is English your first language? Yes No IELTS (Score): Listening Writing Speaking
 If yes, go to the next section. Reading Overall
 If no, provide English proficiency score and attach documentation

PARTICIPANT CHECKLIST

- Copy of Completion Letter from University verifying completion of course/s (2 years min.) OR Certified copy of transcript for course/s completed.
- Evidence of English language proficiency - minimum IELTS score of 6.0 in each of the bands (speaking, reading, listening and writing)
- Copy of Skilled Migration Assessment from professional body
- Copy of current passport size photograph
- Evidence of current visa status
- Signed and dated Declarations on both the ECA Terms and Conditions and Professional Year Enrolment Terms and Conditions

COURSE FEES

Professional Year (ICT)	Enrolment Fee: \$200.00	Option 1 (Receive \$500 discount for up-front payment) Single payment: \$12,500.00 less \$500.00 discount = \$12,000.00
	Course fees: \$12,300.00	Option 2 (3 equal installments and no Enrolment Fee) Three (3) equal payments of \$4,100.00 (and no Enrolment Fee) = \$12,300.00
	Total: \$12,500.00	Option 3 (5 equal installments but no discount) Five (5) equal payments of \$2,460.00 (plus Enrolment Fee with first installment) = \$12,500.00
Professional Year (SMIPA)	Enrolment Fee: \$200.00	Option 1 (Receive \$500 discount for up-front payment) Single payment: \$11,500.00 less \$500.00 discount = \$11,000.00
	Course fees: \$11,300.00	Option 2 (3 equal installments and no Enrolment Fee) Three (3) equal payments of \$3,767.00 (and no Enrolment Fee) = \$11,300.00
	Total: \$11,500.00	Option 3 (5 equal installments but no discount) Five (5) equal payments of \$2,300.00 (plus Enrolment Fee with first installment) = \$11,500.00

ECA TERMS AND CONDITIONS (This Declaration must be signed for receipt of application)

Declaration

I, _____
(Applicant's full name printed in block letters)

- Declare that the information and supporting information provided in this application form is accurate and complete.
- Acknowledge that if I have provided incorrect, incomplete or fraudulent information, ECA reserves the right to vary or reverse at any time any decision it makes regarding admission or enrolment made on the basis of that information.
- Know and accept that I must abide by all terms and conditions of my visa.
- Am responsible for and able to meet all my obligations to pay program and associated fees (see above and below).
- Understand and agree to be bound by ECA's and the Professional Year's fee payment and refund policies and conditions (see below).
- Understand that I must provide ECA within seven days of any changes in my residential address and contact details.
- Understand that students' personal information will be made available to the Australian Computer Society (PYP IT); NIA, CA, CPA (SMIPA); the Department of Immigration and Citizenship (DIAC) and other Australian government bodies as required by law but within privacy laws.
- Understand that, due to provisions in various government privacy regulations, ECA cannot provide any information about my application, enrolment and progress to any third party such as parents, friends or relatives without my written consent.
- Understand that ECA may amend the Conditions of Enrolment at its sole discretion and that ECA will notify all students in writing of any changes applicable to their enrolment.
- Understand that I must comply with the Professional Year policies relating to attendance of class and Internship (see below).
- Understand that all lessons and related materials 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).
- Understand that students are required to endeavor to meet PY program requirements and to abide by ECA rules and regulations relating to student conduct. If a student breaches any of these rules or behaves in a manner deemed unacceptable by ECA, as outlined in the ECA Student Handbook, their enrolment may be cancelled.
- Understand that students may be required to attend organized activities as part of their program. ECA and/or the host company for the professional internship are authorized to obtain medical treatment for students should it be deemed necessary. ECA and any host company are indemnified for any expenses, loss, damage or liability of whatsoever nature occasioned as a result of authorizing and arranging any emergency medical treatment deemed necessary for students.
- Understand that students are responsible for their own books, equipment and personal items and ECA is indemnified from all liability and claims for any loss of, or damage to, such items, however caused.
- Know and accept that ECA cannot accept responsibility for changes to a student's work commitments or personal circumstances.
- Understand that ECA has a Grievance Policy, a copy of which is available on request.
- Understand that ECA courses only commence when minimum numbers are reached, and should ECA be unable to commence a scheduled course, either the students enrolled in the course will be offered the first position for the next intake date.
- Understand that a total refund of the Course Fee will be made in the following circumstances:
 - ECA is unable to offer the proposed course and where a suitable alternative cannot be provided.
 - ECA refuses the application for enrolment after the Course Fee has been paid.
 - Written notice of cancellation is received 4 weeks prior to commencement of the course.
- Understand that successful completion of the any ECA course does not guarantee that a student will receive permanent residence.
- Understand that students are not permitted to transfer classes in the Professional Year Program
- Have read, understood and accept the above conditions.

Student Signature		Date	____/____/____
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PROFESSIONAL YEAR ENROLMENT TERMS AND CONDITIONS

The Declaration beneath these terms and conditions must be signed for receipt of application.

All students are responsible for knowing the requirements that apply for participation in the Professional Year program. Failure to understand a requirement does not excuse a student for any failure to meet a requirement which will result in exclusion and/or non-completion of the program and forfeiture of all fees, paid and payable.

It is a Professional Year

That is 52 weeks, and students must allow 52 weeks from the commencement date, not the application date, for the receipt of appropriate paperwork required for Visa. However, a student may complete the program in from 44 to 48 weeks (or other variation as directed by DIAC). There is no early completion, and no early paperwork or completion advice will be provided.

Attendance and Lateness Requirements

Attendance at all classes is expected. 80% of classes must be attended, and failure to do so will result in a student failing to meet program requirements. 100% attendance is required for Internship. All classes start at 9.00am sharp. Late arrival will result in a student being marked absent.

Leave

There is no allowance for leave. You must complete each component of the PY. There is no leave for CPA or any other professional test or exam, but leave may be granted for attendance at an IELTS Test, upon receipt of a written application.

Any leave granted is at the discretion of ECA and will only be considered in exceptional circumstances and all requests must be in writing to the Professional Year Coordinator.

Any sick leave must be supported by Medical Evidence certificates. All evidence is independently validated. Special, Urgent or Family leave may be allowed depending upon the circumstances and timing. Any type of leave may result in your course being extended and therefore these rules must be considered in the light of changing circumstances and determinations by DIAC.

Absence from Sydney

If you intend to be away from Sydney or Melbourne at any time, for any reason, over the full 52 weeks of the Professional Year you must seek permission from the PY Coordinator in writing prior to the absence.

If you do not advise ECA we will assume you have withdrawn and advise the appropriate PY organization and DIAC.

Competency Requirements

All assessment tasks must be successfully completed and meet the established competency requirements. Students who do not meet these competency standards in all assessment tasks will fail the program.

The on-line professional components, PE/PACT must be successfully completed.

Plagiarism

All work undertaken must be students' own work. Any plagiarism will result in the immediate exclusion from the PY. No warnings will be issued.

Plagiarism is defined as "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work"

Visa, Validations

Students must have a 485 Skilled graduate (temporary) visa (or a Bridging visa having applied for your 485 visa) with a minimum of 12 months validity (52 weeks) from the date of course commencement, not the date of application.

All paperwork and documents supporting participation in the PY such as IELTS scores must have validity for 52 weeks from the commencement date.

Age

Students must be under 30 years of age at program completion to gain maximum age points for migration purposes. Students can undertake the program if older, but need to determine the value of migration points that are awarded.

ACS Accreditation of Qualifications

This applies to ACS (IT) students only. ACS Qualification Accreditation is for 24 months, with provision for a 12 or 24 month extension.

Explanation: Accreditation lasts for 24 months from the advice letter date which can be 3-4 months after the course completion. However, the extension can only be granted up to 23 months from qualification completion. As an example: Complete qualification in July 2007, must apply for extension before June 2009. Accreditation Letter dated October 2007 valid until October 2009.

Internship

Internships are 220 hours completed over a minimum of 10 weeks. Internships are approved and administered by ECA. Internships are usually unpaid.

Internships are offered on a best effort basis. On some occasions the work may not match your desired area of specialization. Internships are for work experience and not as a basis for future employment. You must complete the internship offered. In the event that you choose not to do the internship offered you will be responsible for finding an alternative internship host. Once an internship is offered you are obliged to complete the internship.

If undertaking an internship found by yourself it must be approved in writing by the internship office before commencement. Once started you must complete that

You cannot withdraw or change to another internship. Failure to complete the approved/agreed internship will result in failure of the course. All participants are encouraged to seek internships with companies with which they have direct relationship such as their current employer.

Participants must not contact Internship service companies directly. This can lead to additional unnecessary fees being paid by you.

Participants may not solicit payment or future job roles. This is unprofessional and will result in exclusion from the PY.

Fee Payments, Withdrawals, Exclusion:

Once accepted you are responsible for the full course fee, and it is your responsibility to pay all fees on time.

There are no deferrals of fees.

There are no allowances for withdrawals. You may withdraw of your own volition but all fees will remain due and payable.

If you withdraw, or are dismissed or are otherwise excluded from the PY course all fees are due and payable.

Late Fees – Late Payment Penalty – Exclusion from Course

All fees must be paid by the due date otherwise late fees of \$50.00 per week apply. "That is, just one day late and the weekly late fee applies."

Where a participant elects to pay by installments they must pay each and every installment before the due date.

ECA does not provide "reminder" notices.

If the due date is a non-working day such as a Sunday, Public Holiday or a Saturday where front desk staff is not available you must pay before the due date.

If you are away or otherwise busy on the due date, you must pay before the due date.

If, on the due date there are insufficient funds in your account or credit card when using BPay, EFTPOS or bank transfer, the fee is unable to be paid and you are late.

Where a student's fees payment is more than 35 days overdue their enrolment will be cancelled.

To rejoin, a re-enrolment fee will apply and all outstanding payments and penalties must be paid.

"There are no exceptions."

Contact with Students

You must provide a valid email address that you will actively monitor at all times. We must be able to contact you.

If we are unable to contact you or get a response from you within 14 days we will assume you have withdrawn from the course and will advise the appropriate PY organization and the department.

Correspondence

All correspondence must include your name, student number, email address, telephone contact and the name of your teacher's/trainer's name,

EG: John Smith, Email: johns@etc.au Student No. 12345678, Phone/Mobile No. 0425 362 876 John Freeland's Group.

Advice to External Certifying Authorities

ECA will advise authorities including the professional organizations and government departments of failure to adhere to these conditions and rules. If ECA becomes aware of changes in a participant's status it will advise appropriately

DECLARATION

I declare that I have read, understand and agree with these Professional Year Enrolment Terms and Conditions.

Student Signature		Date	____/____/____
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If any requirement is unclear or not understood please see the PY Coordinator. These requirements must be read in conjunction with information provided by the professional organization, migration agents and government regulations. All participants must inform themselves of conditions associated with the PY program. ECA does not accept responsibility for the completeness and accuracy of the information provided. This document may be edited at any time. Participants must ensure that they have the latest document.

Please complete this form and return to:

POSTAL ADDRESS

Education Centre of Australia
Level 2-4, 545 Kent St
Sydney 2000
New South Wales
AUSTRALIA

STREET ADDRESS

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61 2 9283 3646