

*Refer to Professional Year Enrolment Terms and Conditions, pages 3-4.

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 ECA PY Course. 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 ECA PY Course and forfeiture of all fees, paid and payable.

Professional Year Enrolment Terms and Conditions

ECA PY Course Duration

Accounting PYP/ACS PY is a 44 week program. Students must allow a minimum of 52 weeks from the ECA PY class commencement date, not the date of application. This is for the receipt of appropriate paperwork required for further Visa lodgment.

Class Timings & Attendance Requirements

ECA PY Class start times may vary, please refer the ECA PY website for details: <http://professionalyear.info/>

Late arrival i.e. more than 30 minutes late, will result in a student being marked absent. The Governing bodies expect students to attend 100% of classes, failure to do so will result in a student failing to meet the minimum ECA PY Course requirements. 100% attendance is required for Internship. This is not negotiable.

Leave Policy

There is no allowance for leave. You must complete all components of the ECA PY Course. There is no leave allowed for any professional test or exam; this includes IELTS. The Governing bodies expect students to attend 100% of classes, failure to do so could result in a student failing to meet the minimum ECA PY Course requirements.

Any sick leave must be supported by a Doctor's Medical Certificate that explains your absence. All evidence is independently validated. Special, Urgent or Family leave must be requested in writing and leave may be permitted 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 Department of Home Affairs.

Plagiarism

All work undertaken must be students' own work. Any plagiarism will result in the immediate expulsion from the ECA PY Course. 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 Temporary Graduate Visa (subclass 485) or a Bridging Visa, having applied for your 485 visa with a minimum of one (1) year validity from the date of ECA PY class commencement, not the date of application.

Internship

Internship will not be confirmed or approved for a student, until their fees have been fully paid. Internships are 245 hours completed over a minimum of 12 weeks. Internships are approved and administered by ECA. Internships are unpaid. Internships are offered on a best effort basis. On some occasions the work may not match your desired area of specialisation. 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 your own Internship. If undertaking an Internship arranged by yourself, it must be approved in writing by the Internship Department before commencement. Once started, you must complete that Internship. You cannot withdraw or change to another Internship. Failure to complete the approved/agreed Internship will result in failure of the ECA PY Course. All students are encouraged to seek Internships with companies with which they have direct relationship such as their current employer. Students must not contact external Internship service companies directly. This can lead to additional unnecessary fees being paid by you. Students may not solicit payment of future job roles. This is unprofessional and will result in expulsion from the ECA PY Course. Understand that ECA can only guarantee Internships within the Sydney and Melbourne metropolitan areas. If you wish to receive an Internship outside your metropolitan area, you will accept responsibility to arrange your own Internship.

Contact with Students

You must be contactable at all times during the ECA PY Course. You must provide a valid email address and mobile phone number that you will actively monitor and make available at all times.

If we are unable to contact you or we don't receive a response from you within fourteen (14) days of leaving a message for you to contact us, we will assume you have withdrawn from the ECA PY Course and will advise the Governing bodies and Department of Home Affairs accordingly. All fees will remain due and payable.

Correspondence

All correspondence must include your Student Number, Full Name, Email Address, Mobile Phone Number and the name of your ECA PY Trainer, e.g. Student No. 123456789, Name: John SMITH, Email: johnsmith@email.com, Mobile No. 0400 000 000, Trainer: George Teacher.

Advice to External Certifying Authorities

ECA will advise the Governing bodies and Department of Home Affairs of your failure to adhere to these Professional Year Enrolment Terms and Conditions. If ECA becomes aware of changes to the student's status, it will advise the Governing bodies and Department of Home Affairs accordingly.

Fee Payments, Withdrawals & Expulsion

There are no deferment of fees. Once accepted, you are responsible for the full course fee, and it is your responsibility to pay all fees on time. 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 expelled from the ECA PY Course, all fees will remain due and payable.

Fee Payment via your Agent

All fees for your ECA PY Course made directly to your Agent must be supported by payment receipts as evidence of your fee payment. It is your responsibility to ensure your Agent forwards all payments for your ECA PY tuition directly to the ECA Accounts Department in a timely manner. It is your responsibility to meet these payment deadlines. The due dates for your payments are specified on page 2 of your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

Direct Online Fee Payment

If you make a direct online payment, please print out and keep a copy of your direct online payment receipt. Please forward this receipt to applypy@eca.edu.au with your Student Number, your Full Name and contact details. The due dates for your payments are specified on page 2 of your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

Late Fees, Late Payment Penalty & Expulsion from ECA PY Course

All fees must be paid by the due date; otherwise late fees of \$50 per week apply from the first day that the payment is late. The due dates for your payments are specified on page 2 of your Offer Letter. ECA does not provide 'reminder' notices.

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

If the due date falls on a non-working day such as a Saturday, Sunday or Public Holiday, you must make the payment prior to the due date. If you are away or otherwise busy on the due date, you must pay prior 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, you are late and still liable for the payment.

Where a student's fee payment is overdue, their enrolment may be cancelled. All outstanding fees must be immediately settled and paid. To rejoin, a new enrolment fee (\$200) will be applied; all outstanding payments and penalties must be immediately settled and paid. There are no exceptions.

Declaration

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

Student's Signature

Date

If any requirement is unclear or not understood please contact Student Services. These requirements must be read in conjunction with information provided by ECA, your migration agent and Government regulations. All students must familiarise themselves with the Professional Year Enrolment Terms and Conditions associated with the ECA PY Course. ECA does not accept responsibility for the completeness and accuracy of the information provided. This document is subject to change and may be updated at any time. Students must ensure that they have the latest document.

Complete this form and return to**Brisbane Campus**

Education Centre of Australia
126 Margaret Street
Brisbane QLD 4000
Australia

Melbourne Campus

Education Centre of Australia
Level 7, 399 Lonsdale Street
Melbourne VIC 3000
Australia

Sydney Main Campus

Education Centre of Australia
Level 1, 160-166 Sussex Street
Sydney NSW 2000
Australia

Sydney Chippendale Campus

Education Centre of Australia
55 Regent Street
Chippendale NSW 2008
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Email

applypy@eca.edu.au

Website

<http://professionalyear.info/>