

Terms and Conditions of Enrolment

1. General

The completion and signing of this Registration form signifies acceptance and agreement with the policies relating to the payment of fees and/or to any other regulations which may be implemented by the Director or appointed representatives to ensure the orderly conduct of the College and/or courses conducted

2. Acceptance

Acceptance by the College is subject to a satisfactory interview with the prospective student by the Director or the delegated representative prior to the desired date of commencement.

3. Enrolment

Enrolment is for the normal expected and remaining period of vocational training offered by the College i.e. course. Enrolment may be terminated by

- a. The student in accordance with condition 8; or
- b. The Director in accordance with condition 7

4. Fees

- a. All fees and charges are published from time to time

The Course Fees payable are those which are current at the date on which the specific course commences

The Fee is current at the date of offer. The Registration Fee for courses that are not government funded is payable upon presentation to the College of the duly signed Registration form which must be returned within 30 days of the offer of a place by the College.

- b. All Fees and Charges are payable in advance for such periods as the college shall prescribe and are not refundable. Fees for full-time courses may be paid in installments at the discretion of the College Director.
- c. If tuition fees are not received within 30 days of the due date, monthly interest will be charged at the Commonwealth Bank reference rate from time to time calculated on calendar monthly balances commencing 30 days after the date due. Interest is due and payable within fourteen (14) days after demand for payment of such interest.
- d. Where the fees and charges for a student are not paid within the term to which they relate and an acceptable arrangement for payment has not been made, the student will not be allowed to continue at the College without the special approval of the Director until all outstanding fees have been paid.
- e. Absence from College during the whole or any part of any course does not remove the obligation to make payment of that term's fees and charges.
- f. The cost of textbooks and stationery required for the student will be charged to the student's account. A non-refundable registration fee is payable upon signing this agreement. The student and the student's parent/guardian are responsible for paying any outstanding balance.

All applications for refund must be made in writing to the Managing Director and accompanied by relevant, certified documentary evidence.

The registration application fee is not refundable under any circumstances.

Student Default: If a student who has not yet commenced a course informs the college in writing of a cancellation not later than 28 days prior to the commencement of the course the registration application fees plus 20% of the total course fees will not be refunded.

If a student cancels their course in writing within or less than 28 days before the commencement date, the registration application plus 40% of the total course fees will not be refunded.

If a student has commenced their course, no refund will be made unless exceptional circumstances exist. All applicable fees will be due and payable.

Disciplinary Reasons: No refund if students are dismissed by the College due to disciplinary reasons or if a visa is cancelled due to breaches of visa conditions

Provider Default: if any of the following occur:

- (a) the course does not start on the agreed starting day; or
 - (b) the course ceases to be provided at any time after it starts but before it is completed; or
 - (c) the course is not provided in full to the student because a sanction has been imposed on the registered provider;
- then the provider will refund the amount within 2 weeks after the default day.

5. Attendance & Absence

The student is expected to attend and be punctual throughout duration of the course.

A request for leave of absence by a student attending full-time courses must be made in writing to the Director well in advance; such leave will be granted only for medical or special reasons.

In the case of daily or extended absence because of illness, accident etc. the student must immediately notify the college.

Personal appointments with staff should be made outside of college hours.

6. Dress

Students are expected to dress sensibly, respectably and modestly.

No uniform is required for most courses; however non-dress shorts, midriff tops, thongs and open sandals are unacceptable.

Students should dress as though they were employed in a normal business environment.

Please note students may be refused entry if inappropriately dressed

7. Discipline

Signing of a Registration Form signifies agreement with the rules and regulations of the College (as published from time to time) and intention to abide with those rules and regulations.

The Director of the College may at his/her discretion suspend or require withdrawal of a student.

The financial obligation of the student/parent will not be affected by the exercise of such discretion.

9. Indemnity Declaration

By signing this declaration, the student agrees that The Illawarra Business College, its officers, trainers, employees, representatives and agents shall not be held responsible and/or be under any liability as far as permitted by the laws of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student.

This includes claims, which may be caused by the student in connection with or during the period of the student's attendance at any premises operated by The Illawarra Business College, the student attending activities and/or excursions and/or in any accommodation arranged for the student.

Furthermore, the student agrees to pay any direct and/or indirect costs incurred by The Illawarra Business College in relation to these activities and/or excursions organised by or on behalf of or with the assistance of The Illawarra Business College or which The Illawarra Business College has knowledge

Declaration (Administration Charges and/or Fees may apply to Government-funded courses)	
In signing this Application for Enrolment form, I/we agree that I/we have read and understand the Terms and Conditions of Enrolment. I/we agree to abide by the conditions of the Illawarra Business College and I/we have the financial capacity to meet tuition fees, textbook fees and payment of any materials which are required for the course. I/we agree to pay the fees and/or charges on or before the due date.	
Signature of Student:.....	Date:...../...../.....
If student is under the age of 18 years or if the course fees are payable by another person or company, details below must be completed.	
.....(Name of person or company paying fees or Parent/Guardian)	
Authorised Signature:.....	Date:...../...../.....
Relationship to Student:.....	

Office Use Only					
Receipt No:		Amount:		Date:	
Entered E-sced:		Date Entered:		Student ID:	Instalment Amount:
					Yes/No