

## Student Written Agreement

**Student Full Name:** \_\_\_\_\_

**Course Full Name:** \_\_\_\_\_

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### Application Terms & Conditions

All course requirements must be fulfilled:

- Work rights (a maximum of 20 hrs per week) are available for full-time students with the required visa.
- 100% class attendance is required. Less than 80% attendance, poor academic progress and or non-payment of fees will cause visa revocation.
- Accurate attendance records will be kept (including non-attendance due to illness, evidenced by a medical certificate, or other exceptional compassionate circumstances beyond the control of the student. Documentation must be supplied by the student).
- Overseas student health cover must be maintained.
- Prior approval from DIAC must be obtained by student for any course or college changes during the first year of study.
- DIAC will be advised of any change to enrolment, duration, poor attendance or any other condition required to meet the visa conditions.
- A course can be shortened by transfer of credit and RPL (recognition of prior learning), Credit may be given for all units for which equivalence of learning is established up to a maximum of 50% for any given award. At the discretion of the Director of Studies this limit may be waived with the appropriate evidence supplied.
- DIAC will be notified of any such changes.
- Falsifying attendance or academic records will cause a student to be dismissed.
- Deferral of enrolment in a course except on grounds of illness (evidenced by a doctor's certificate) or other exceptional compassionate circumstances beyond the control of the student, will result in cancellation of enrolment & student visa.
- International students are required to inform ICCollege of any changes to their address and phone details during the course. The student is liable to automatic visa cancellation if they do not inform API/ICCollege of these matters.
- All courses offered to international students will be bound to the ESOS Act 2000.

## Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## Refund Policy

- Student who write to advise the Administrator for cancellation of their application or withdrawal prior to commencement of classes for that particular term, are entitled to a full refund of fees excluding the application fee.
- Students who withdraw from classes after the class has commenced are entitled to a refund according to the scale below.

- For a twelve (13) weeks' course

Weeks Completed	Refund %
1 – 2	80 with a charge of \$200 Admin Fee
3 – 4	Nil
5 – 6	Nil
7 – 11	Nil

- For a one year or 36 weeks' course:

Weeks Completed	Refund %
1 – 2	80
3 – 4	60
5 – 6	40
7 – 8	Nil

- Where the student has enrolled and paid for any subsequent terms in advance, a full refund of tuition, library and field education fees is available for those subsequent terms.
- Application fee and late application fee are not refundable after the first day of each term.
- International students who are unsuccessful in obtaining an International Student Visa are entitled to a refund of fees except Application fees.
- A full refund, excluding the application fee will be given to applicants who are refused entry.
- Fees are subject to change. However, fees detailed in a letter of offer issued before the date of change will be honoured by the College for the course stated on the letter of offer. International students who are unsuccessful in obtaining an International Student Visa are entitled to a refund of fees except Application fees.
- Where circumstances beyond the control of the student prevent his/her participation in the course e.g. civil strikes, riots, acts of government authorities, fees will be refunded.
- If a participant has his/her enrolment discontinued for any reason by API/ICCollege, (including reasons such as insufficient attendance, unsatisfactory attitude or conduct, failure to abide by

API/ICCollege's rules & regulations, unsatisfactory academic progress, suspension or dismissal), he/she will be entitled to a refund of tuition fees from the date of expulsion according to the above scale.

- If a student's visa is terminated, there will be no refund of fees of their current stage. Tuition fees paid for future stages or courses will be refunded.
- All refunds will be provided within four weeks of the Administrator receiving written notice from the student of withdrawal from classes. ESOS Act 2000 Section 28 (3).
- Any approved refund provision will be paid by API in the same currency in which the fees were paid, to the person who has entered into a contract with API, unless this is impracticable. E(OS) Reg 1998 7 (2) (c).
- All applications for refunds must be made in writing stating the reasons and relevant details to the Academic Director. This policy does not remove the right to take further action under Australia's Consumer Protection Laws nor does it prevent the student from pursuing other legal remedies. Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their program.

## Refund if ICollege defaults

Refund if API/ICCollege default as in:

- The course does not start on the agreed starting day
- The course ceases to be provided at any time after it starts but before it is completed
- The course is not provided in full to the student because a sanction has been imposed on API/ICCollege for whatever reasons and the student has not withdrawn before the day on which the course ceased to be provided
- The student will be entitled to a full refund within two weeks after the day on which the course ceased to be provided or whatever the National Code or ESOS acts requires the college to do.

It is understood that this agreement does not remove the right to take further action under Australia's consumer protection laws. It is also understood that the API/ICCollege's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

## Deferral, Suspension or Cancellation

A student who wishes to defer, suspend or cancel his/her enrolment must meet one of the following conditions:

1. Unavailability of a course
2. Delay in the process of visa
3. Compassionate and compelling circumstances—are generally beyond the control of the student and have an impact on the student's course progress or wellbeing. These could include but are not limited to:
  - Serious illness or injury, where medical certificate states that the student was or will be unable to attend classes;
  - Bereavement of close family members such as parents or grandparents (where possible death certificates should be provided);

- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- Traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)

The following are NOT unusual or exceptional circumstances and are not grounds for consideration:

- Work related pressures
- Daily life trauma and stresses
- Relationship difficulties and break ups
- Minor illnesses i.e. non life threatening
- Celebratory relationship event e.g. weddings

Supporting documents must be provided upon application e.g. Medical Certificates, police reports etc. and kept on the student's file.

**Students must be advised that: Deferring, suspending or canceling an enrolment may affect your student visa. All students should contact their nearest DIAC office or refer to [www.immi.gov.au](http://www.immi.gov.au) for further information. Any deferral, suspension or cancellation will be reported to the Secretary of DEST via PRISMS as required under section 19 of ESOS Act.**

Where a student needs to take a break from their studies but does not have compassionate or compelling circumstances, the student will need to withdraw and re apply when they are ready to return to study.

API may suspend or cancel a student's enrolment in the event of misconduct, extenuating circumstances or non payment of fees. For further details, please refer to the student handbook as well as deferment, suspension and cancellation policy on the website.

## Accommodation Option

API/ICCollege is acting as a referral in arranging accommodation for students.

Student who are over the age of 18, can choose to find their own accommodation. Housing options include:

- Share accommodation: your own bedroom in a shared flat or house which generally involves sharing rental, Electricity/gas and phone bills. (Prices start at about \$100/week)
- Private board: Your own bedroom, usually in family home, meals included. (approx. \$200/week)
- Renting a flat: Single bed/living room with its own basic kitchen, and often a shared bathroom. (approx. \$150-200/week)
- Renting a house or flat: One or more bedrooms, a kitchen, bathroom, living area, and usually laundry. (Approx. \$350 for a 3 bedroom house)

Please note that these prices will vary from year to year and even throughout the year. Please go to [www.realestate.com.au](http://www.realestate.com.au) for more information and pricing about renting.

## Cost of Living

The cost of living is estimated as the following:

For 1 person only

Rent \$120 - \$280 per week

Food \$60 - \$100 per week

Gas, Electricity, Water, Telephone \$25 - \$50 per week

Transport \$15 - \$35 per week

Other (entertainment, clothing, toiletries, postage, etc):

\$40 - \$100 per week

Medical consultation \$32 - \$68 per visit (General Practitioner not Specialists)

To get a better idea of what it costs an individual student to live in Brisbane, including food, transport, entertainment and other general living costs, go to the following websites:

<http://www.woolworths.com.au/>

<http://www.ourbrisbane.com/> and

<http://www.ourbrisbane.com/transport/>

Any school-aged dependants accompanying international students in Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

## Fees payable

The itemised list below outlines the study costs associated with the duration of the course (Certificate IV in Multicultural Ministry or Diploma of Multicultural Ministry). With effective from 1<sup>st</sup> January 2011

Description	Price in Australian dollars
Enrolment fee (non-refundable) (overseas application)	\$150.00
Tuition fees (36 study weeks)	\$4,000.00
Library Fee (36 study weeks)	\$220.00
Textbooks and notes (estimate)	\$400.00
OSHC ( 12 months) (Estimate)	\$450.00
<b>Total Course Cost</b>	<b>\$5,220.00</b>

The itemised list below outlines the study costs associated with the duration of the course (Certificate I, II, III, IV in Spoken and Written English).

<b>Description</b>	<b>Price in Australian dollars</b>
Enrolment fee (non-refundable) (application in Australia)	\$110.00
Tuition fees (9 study weeks & 4 holiday weeks)	\$2,500.00
Textbooks and notes (per certificate) (Estimate)	\$120.00
OSHC ( 12 months) (Estimate)	\$450.00
<b>Total Course Cost</b>	<b>\$ 3,180.00</b>

## EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) FRAMEWORK

Please visit <http://aei.gov.au/AEI/ESOS/default.htm> for more information on the ESOS framework.

## Declaration

I am aware of the extent of the tuition and living costs associated with studying in the Course Program and I am prepared to meet these costs.

I have read, understood and agree to abide by the conditions of enrolment.

I have read and understood my responsibilities regarding health cover and visas.

I understand that my personal information, including my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition, may be shared between the College and the Australian Government and designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I recognise that it is my responsibility to provide all necessary documentation to support this application.

I authorise API/ICCollege to obtain further information where necessary. If I am admitted to the Course Program, I agree to abide by this application and other rules and conditions of the program.

I understand that I am obliged to notify API/ICCollege of any change of address while I am enrolled in the course.

I have read and understood the policies stated in the Student Handbook & related documents, agree to abide with the Policies that apply to the International Students.

Signed \_\_\_\_\_

Full Name (print) \_\_\_\_\_

Date \_\_\_\_\_

I authorise API/ICCollege to use my photograph / testimonies for advertising and promotion purpose.

Yes

No

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Fees

Please note: all prices & study weeks are subject to change. This information is accurate at the time of printing. API reserves the right to update the information when it is deemed to be appropriate.

<b>COURSE FEES (in AUD)</b>	
<b>Full-time</b> (on campus study) <i>Student Visa &amp; Non-Student Visa</i> <b>Certificate IV in Multicultural Ministry</b> 36 Teaching weeks (9 study weeks per term for 4 terms);13 Holiday weeks <b>Diploma of Multicultural Ministry</b> 36 Teaching weeks (9 study weeks per term for 4 terms);13 Holiday weeks	<b>\$4,000</b> Per course
<b>Part-time</b> (on campus study) <i>Non-Student Visa Holder</i> <b>Certificate IV in Multicultural Ministry</b> (16 subjects) <b>Diploma of Multicultural Ministry</b> (16 subjects)	<b>\$250</b> Per subject
<b>Casual study (non assessment)</b> <i>Non-Student Visa Holder</i> <b>Certificate IV in Multicultural Ministry</b> (16 subjects) <b>Diploma of Multicultural Ministry</b> (16 subjects)	<b>\$150</b> Per subject
<b>Library Fee</b> Full Time Study Part Time Study	<b>\$55</b> per term* <b>\$33</b> per term*
<b>RECOGNITION OF COMPETENCE (RPL)</b>	<b>\$55*</b>
<b>Full Academic Transcript Replacement</b>	<b>\$30</b>
<b>ACCOMMODATION FEES (in AUD)</b>	
<b>Homestay Placement Fee</b> (Brisbane only)	<b>\$220</b>
<b>Homestay Weekly Fee</b> (Brisbane only)	<b>\$250pw</b> <b>\$40</b> extra night
<b>Halal* Homestay Weekly Fee</b> * Halal certified meats only (Brisbane only)	<b>\$280pw</b> <b>\$45</b> extra night
<b>SERVICE FEES (in AUD)</b>	
<b>Application/Enrolment Fee (all courses)-local</b>	<b>\$70</b>
<b>Application/Enrolment Fee (all courses)-overseas</b>	<b>\$150</b>
<b>Telegraphic Transfer Fee</b>	<b>\$30</b>
<b>Materials Fee (all courses) [Estimate]</b>	<b>\$120</b> per term
<b>Airport Pick-Up (Brisbane Airport to Gold Coast address)</b>	<b>\$150</b>
<b>Airport Pick-Up (Brisbane Airport to Brisbane address)</b>	<b>\$100</b>
<b>Airport Pick-Up (Gold Coast Airport to Gold Coast address)</b>	<b>\$100</b>
<b>Airport Pick-Up (Gold Coast Airport to Brisbane address)</b>	<b>\$150</b>
<b>OVERSEAS HEALTH COVER (OSHC) FEES (in AUD)</b>	
<b>OSHC (3 months)</b>	<b>\$150.00</b>
<b>OSHC (6 months)</b>	<b>\$250.00</b>
<b>OSHC (9 months)</b>	<b>\$350.00</b>
<b>OSHC (12 months)</b> (Estimate only)	<b>\$450.00</b>
<b>ACCOUNT HANDLING CHARGES: 1.5% PER MONTH IS ADDED TO ALL ACCOUNTS OVER 28 DAYS</b>	
*GST has been included	

## Fees

Please note: all prices & study weeks are subject to change. This information is accurate at the time of printing. API reserves the right to update the information when it is deemed to be appropriate.

<b>COURSE FEES (in AUD)</b>	
<b>Full-time</b> (on campus study) <i>Student Visa &amp; Non-Student Visa</i> <b>Certificate I in Spoken &amp; Written English</b> <b>Certificate II in Spoken &amp; Written English</b> <b>Certificate III in Spoken &amp; Written English</b> <b>Certificate IV in Spoken &amp; Written English (Further Studies)</b> <b>Certificate IV in Spoken &amp; Written English (Employment)</b>	<b>\$2,500***</b> Per certificate
9 study weeks and 4 holiday weeks per Certificate	
<b>Part-time/Casual</b> (on campus study) <i>Non-Student Visa Holder</i> Certificate I , II, III, IV in Spoken & Written English	<b>\$250pw</b>
<b>ACCOMMODATION FEES (in AUD)</b>	
<b>Homestay Placement Fee</b> (Brisbane only)	<b>\$220</b>
<b>Homestay Weekly Fee</b> (Brisbane only)	<b>\$250pw</b> <b>\$40</b> extra night
<b>Halal* Homestay Weekly Fee</b> * Halal certified meats only (Brisbane only)	<b>\$280 pw</b> <b>\$45</b> extra night
<b>SERVICE FEES (in AUD)*</b>	
<b>Enrolment Fee (all courses)-local</b>	<b>\$110</b>
<b>Enrolment Fee (all courses)-overseas</b>	<b>\$550</b>
<b>Telegraphic Transfer Fee</b>	<b>\$30</b>
<b>Materials Fee (all courses)</b> [Estimate]	<b>\$120</b> per certificate

<b>Airport Pick-Up (Brisbane Airport to Gold Coast address)</b>	<b>\$150</b>
<b>Airport Pick-Up (Brisbane Airport to Brisbane address)</b>	<b>\$100</b>
<b>Airport Pick-Up (Gold Coast Airport to Gold Coast address)</b>	<b>\$100</b>
<b>Airport Pick-Up (Gold Coast Airport to Brisbane address)</b>	<b>\$150</b>
<b>OVERSEAS HEALTH COVER (OSHC) FEES (in AUD)</b>	
<b>OSHC (3 months)</b>	<b>\$150.00</b>
<b>OSHC (6 months)</b>	<b>\$250.00</b>
<b>OSHC (9 months)</b>	<b>\$350.00</b>
<b>OSHC (12 months)</b> (Estimate only)	<b>\$450.00</b>

\*\*\*New Year Special

Qualifications	Discount rate on tuition fee*	Notes**
1 certificate	10% off	for enrolment receive by 28 <sup>th</sup> Feb 2011 (subject to approval)
2 certificates	15% off	for enrolment receive by 28 <sup>th</sup> Feb 2011 (subject to approval)
3 certificates	20% off	for enrolment receive by 28 <sup>th</sup> Feb 2011 (subject to approval)
4 certificates	25% off	for enrolment receive by 28 <sup>th</sup> Feb 2011 (subject to approval)

\*rate is subject to change. \*\* Terms & conditions apply\*\*

**ACCOUNT HANDLING CHARGES: 1.5% PER MONTH IS ADDED TO ALL ACCOUNTS OVER 28 DAYS**

\*GST has been included