

Student Written Agreement

Student Full Name: _____

Courses Full Name: (please tick those enrolled)

- 10463NAT Certificate IV in Multicultural Ministry
- 10464NAT Diploma of Multicultural Ministry

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.
- Deferment 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 API/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/shared, in certain circumstances, to/between API/ICCollege and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

It's the student's obligation to notify API/ICCollege of a change of address while enrolled in the course.

Refund Policy

- Student or the student agent who advise the Administrator in writing of their cancellation of application or withdrawal prior to commencement of classes for that particular course, are entitled to a full refund of fees excluding the application fee.
- Students who withdraw from classes after the class has commenced will not be entitled to any refund of fees, unless exceptional circumstances for withdrawal can be demonstrated. In these circumstances, API reserves the right to negotiate pro-rata refunds on an individual basis.
- Application fees (including late application fees) are non-refundable once paid.
- 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.
- 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 disciplinary reason by API (including reasons such as insufficient attendance, unsatisfactory attitude or conduct, failure to abide by API's rules & regulations, unsatisfactory academic progress, suspension or dismissal), he/she will not be entitled to a refund of fees.
- If a student's visa is terminated, there will be no refund of fees of their current term.
- All eligible refunds will be provided within four (4) weeks of the Administrator receiving written notice from the student of withdrawal from classes. ESOS Act 2000 Section 28 (3). A refund request form can be obtained from the Administrator upon request.
- 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 and unless the person gives a written direction to pay someone else. ESOS Act 2000 Reg, Section 7 (f).

- All applications for refunds must be made in writing (by submitting a refund request form) 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.

In the event that API/ICCollege as a provider defaults including such circumstances as:

- 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 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 according to what the National Code or ESOS Acts requires the College to do.

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 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. API will have in place documented procedures for assessing, approving and recording a deferment of the commencement of study or suspension of study for the student, including keeping documentary evidence on the student's file of the assessment of the application.

API can only defer or temporarily suspend the enrolment of the student on the grounds of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
- b. misbehaviour by the student.

API will:

- a. inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa, and
- b. notify the Secretary of DEST via PRISMS as required under section 9 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.
All students should contact their nearest DIAC office or refer to www.immi.gov.au for further information.

API will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access API's internal complaints and grievances process as per NC Standard 8.1. If the student accesses API's internal complaints and grievances process, the suspension or cancellation of the student's enrolment under this standard can not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

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.

Students 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 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

An Enrolment fee is payable on application and is non-refundable once paid.

Tuition fees, library fees and Textbooks/notes fees are to be paid on a per-term basis, prior to or on commencement each term.

Refer to Fee Schedule (last page of this document) for full list of fees and charges.

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.

COURSE FEES - AUD\$					
Full-time (on campus study) <i>Student Visa & Non-Student Visa</i> Certificate IV in Multicultural Ministry (10463NAT CRICOS 084053C) Diploma of Multicultural Ministry (10464NAT CRICOS 084054C) 36 Teaching weeks (9 study weeks per term; 4 terms per year); 13 Holiday weeks per calendar year	\$4,000 per course (\$1000 per term)	Part-time (on campus study) <i>Non-Student Visa Holder</i> Certificate IV in Multicultural Ministry (10463NAT CRICOS 084053C) (16 subjects) Diploma of Multicultural Ministry (10464NAT CRICOS 084054C) (16 subjects)	\$250 per subject	Casual study (non-assessment) <i>Non-Student Visa Holder</i> Certificate IV in Multicultural Ministry (10463NAT CRICOS 084053C) (16 subjects) Diploma of Multicultural Ministry (10464NAT CRICOS 084054C) (16 subjects)	\$150 per subject
ADMINISTRATION FEES - AUD\$					
Application Fee (non refundable)	\$150	Library Fee Full Time Study Part Time Study	\$55 per term \$33 per term	Recognition of Prior Learning (RPL) (assessment fee – does not guarantee successful outcome)	\$55 per unit
Textbooks/Notes	\$120 per term	Replacement Academic Transcript	\$30		
OVERSEAS STUDENT HEALTH COVER					
API can arrange Health Cover for students. A service fee will be charged. Please request quote for cover.		Service Fee \$50			
ACCOUNT HANDLING CHARGES: 1.5% PER MONTH IS ADDED TO ALL ACCOUNTS OVER 28 DAYS					