GENERAL CONDITIONS OF ENROLMENT

The General Conditions of Enrolment and the student’s Letter of Offer make up the “written agreement” referred to in standard 3 of The National Code 2007 and which governs your enrolment at APC. The General Conditions of Enrolment may be amended at any time without notice. You may access the latest version of our General Conditions of Enrolment at www.apc.edu.au.

CHANGE OF ADDRESS - the student must notify the College of any change of address while enrolled at the College. This is to ensure that any notifications sent to the student advising of visa breaches (student visa holders only) are sent to the student’s current address.

COMPLAINTS AND APPEALS- Students are encouraged to attempt informal resolution of any complaint or appeal they may have by directly engaging the staff member or student to whom the complaint or appeal relates. If it is not possible to resolve complaints informally students are encouraged to make an informal complaint in writing using the APC Complaints and Appeals Form available on the College website www.apc.edu.au and from Student Services or Reception. Students that are not satisfied with the result or conduct of the College’s internal complaints and appeals process may access an external and independent body to hear the complaint or appeal. For more information, please refer to the Complaints and Appeals policy available at http://apc.edu.au/

TRANSFERING FROM ANOTHER PROVIDER – If you are transferring to the College from another provider before completing six months of your principal course of study, your enrolment is subject to the provision of a letter of release from the other education provider.

CREDIT TRANSFER – If you have applied for credit transfers you are required to provide the original or certified copy of the full official transcript or statement of attainment relating to the credits you are seeking. We may agree to assess credit transfers you have available based on copies or interim transcripts provided however, unless we sight the original or receive a certified copy of the full official transcript or statement of attainment issued by an education provider, such credit transfers will not be finalised.

CONTINUING STUDENTS- Students who continue with the Course (“Continuing Students”) and who are paying by instalments are required to pay Tuition Fees by the due date set out in the Letter of Offer. Continuing Students who do not pay by the due date will be required to pay a late payment fee of $100.

Continuing students must enrol in subjects and confirm their timetable within the enrolment period (as advised by the College from time to time). Continuing Students will not be allowed to enrol in subjects until they have paid all fees due to the College. Continuing Students who do not enrol during the enrolment period will be required to pay a late enrolment fee of $100.

In addition, continuing students who have enrolled in subjects and have been provided a timetable but wish to change their timetable will be required to pay an administration fee of $100. The late payment fee, late enrolment fee and change in timetable fee are independent of one another and separate fees. In certain circumstances a Continuing Student may need to pay all fees.

COURSE ATTENDANCE- Student visa holders are required to attend a minimum of 20 scheduled course contact hours per week. All students must maintain satisfactory attendance. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. Student Visa holders who do not maintain satisfactory course attendance will be reported to the Department of Education/the Department of Immigration and Border Protection (DIBP). For more information please refer to the College’s Attendance Policy and Procedure available at http://apc.edu.au/. NOTE: Student visa holders studying vocational courses are subject to the DoE/DIBP course progress policy.

COURSE COMMENCEMENT - All students are expected to start on the course commencement date of their Confirmation of Enrolment (CoE). Student visa holders who do not commence their course or make arrangements for an alternative start date within five (5) business days of their CoE start date will have a student default recorded against their CoE.

COURSE HOURS- English courses are made up of 20 hours of compulsory lessons and 5 hours of optional lessons. Compulsory lessons are between 8:30am and 1:15pm OR 4:30pm and 8:30pm Monday to Friday. Optional lessons are between 2:15 and 3:15pm Monday to Friday.

Vocational courses are made up of 20 hours and may be scheduled day or evening, Monday to Sunday (between 7:30am and 10pm).

Please note that the college closes on public holidays there is no refund of course fees in respect of those days.

COURSE PROGRESS - All students must maintain satisfactory course progress. Continuous breach of this condition will lead to expulsion and reporting to Department of Education (DoE)/Department of Immigration and Border Protection (DIBP). For more information please refer to the College’s Course Progress Policy available at http://apc.edu.au/.

DEFERRAL, SUSPENSION OF STUDIES AND BREAK BETWEEN COURSES- In compassionate and compelling circumstances students may request a deferral (delay) of the start date of their course or a suspension (temporary stop) of their studies. Please refer to the college’s Deferment, Suspension and Cancellation Policy available at http://apc.edu.au/ for more information. Students should contact Student Services as soon as possible to discuss their eligibility and to complete a course variation form. A small administration fee applies if one or more new Confirmation of Enrolments (CoE) is required. If you have a break of 4 weeks or more between an English course, your English language skill level may decrease and we may require you to do a placement test on your return.

HEAD OFFICE:
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DISCIPLINE AND BEHAVIOUR - Any misconduct or breach of College guidelines by the student may result in detentions, suspension and expulsion. The possession and or use of drugs, alcohol or any other illegal substance by the student on College premises or during excursions will lead to immediate expulsion. If you behave in a violent or sexually harassing manner you will be suspended or expelled from the College. Smoking is prohibited on College premises and may lead to suspension or expulsion. For more information refer to the Student Code of Conduct in the student handbooks available at http://apc.edu.au/