

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 2018 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 <http://apc.edu.au/>

CHANGE OF ADDRESS

You must, while in Australia and studying with the College, notify the College of your contact details including:

- your current residential address, mobile number (if any) and personal email address (if any);
- who to contact in emergency situations (and their contact details); and
- any changes to a) or b) above within seven (7) days of the change.

You must also let the Department of Home Affairs know of any change of 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. Please refer to the College's Student Transfer Policy for more information.

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. Please refer to the College's RPL and Credit Transfer Policy for more information.

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 Home Affairs. This may affect your visa. For more information please refer to the College's Attendance Policy and Procedure available at <http://apc.edu.au/>.

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 2 weeks of their CoE start date will have their CoE processed as non-commenced.

COURSE HOURS

Vocational courses consists of 20 scheduled hours and may be offered during the day or evening, Monday to Sunday (between 7:30am and 10pm), depending on room availability. Please note that the College closes on public holidays and there is no refund of course fees in respect of those days.

COURSE PROGRESS

All students must maintain satisfactory course progress. To achieve satisfactory course progress you need to achieve competency in 50% or more of your subjects/course requirements during a study period. Continuous breach of this condition will lead to expulsion and reporting to Department of Education (DoE)/Department of Home Affairs. 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.

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/>

FEES

Fees are subject to change at any time.

Mandatory Fees	Amount
Application fees Student visa holder Non-student visa holder	\$150 - \$250 \$100 - \$200
Materials Fee Textbooks for Certificate IV in Communicative TESOL Printed workbooks for other Certificate II, III and IV courses Textbooks for Advanced Diploma of Accounting Printed workbooks for other Diploma, Advanced Diploma courses	\$90 (2 textbooks + printed workbooks) \$0 - \$10 per subject (most available as digital downloads for free) \$198 (2 textbooks + printed workbooks) \$0 - \$15 per subject (most available as digital downloads for free)
Other Fees (applicable as required by the student)	Amount
Overseas Students Health Cover (OSHC) – <i>For student visa holders only, fees vary depending on visa length and cover required. Single, Couple (does not include children) and Family cover available. Fees are subject to change by the OSHC provider at any time.</i>	As quoted by the service provider
Homestay	As quoted by the service provider
Guardianship/Other – <i>under 18 year old students only</i> Guardianship placement fee Guardianship fee Accommodation inspection fee	\$130 per person \$60 per person per week \$240 per inspection
Airport transfer fee (one way) Brisbane Campus (from Brisbane airport) Sydney Campus (from Sydney Airport) Melbourne Campus (from Melbourne Tullamarine airport)	\$150 per person \$160 per person \$160 per person
Student Card 1st student card is free. Replacement Student Cards (lost/stolen/reissued etc)	\$5
Reassessment fees During week 9 of term (Certificate III+ courses) During last week of next subject (Certificate II courses) During the Holiday Intervention Program (online subjects) During the Holiday Intervention Program (face-to-face subjects)	\$0 (conditions apply) \$0 (conditions apply) \$0 - 100 per subject (conditions apply) \$100 - 250 per subject (conditions apply)
Repeating any vocational subject after reassessment period is over	\$450 per subject
Catch up English classes	From \$40/day
Late fees Late payment of tuition fees (applies after due date has past) Late timetable collection fee (applies on or after start of term) Late enrolment fee	\$100 \$100 \$100
Replacement Certificate /Reports (Certificate, transcript, Galileo certificate)	\$50 per document
Fee agreement fee	\$250 (conditions apply)
CoE administration & re-issuing (International students only)	\$15.50 per CoE per 6 months or part thereof
Withdrawal Fee	\$500 (maximum)

HEAD OFFICE:

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Minimum Entry Requirements for APC Vocational Courses

Course code	Qualifications	English language proficiency	Academic entry requirements and/or prerequisites
BSB20115	Certificate II Business	Intermediate level or IELTS 4.5	Successful completion of Australian Year 10 or equivalent.
BSB30115	Certificate III in Business	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 10 or equivalent
BSB42015	Certificate IV in Leadership and Management	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate III in a related field.
BSB51915	Diploma of Leadership and Management	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field
BSB61015	Advanced Diploma of Leadership and Management	Advanced level or IELTS 6.0	Successful completion of Australian Year 12 or equivalent, or Diploma in a related field.
BSB42415	Certificate IV in Marketing and Communication	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate III in a related field
BSB52415	Diploma of Marketing and Communication	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Certificate IV in Marketing and Communication (Course code BSB42415)
BSB61315	Advanced Diploma of Marketing and Communication	Advanced level or IELTS 6.0	Successful completion of the Diploma of Marketing & Communication or Diploma of Social Media Marketing.
BSB41515	Certificate IV in Project Management Practice	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate III in a related field
BSB51415	Diploma of Project Management	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field
BSB61215	Advanced Diploma of Program Management	Advanced level or IELTS 6.0	Diploma of Project Management (Course code BSB51415)
BSB41015	Certificate IV in Human Resources Management	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate III in a related field
BSB50615	Diploma of Human Resources Management	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field
BSB60915	Advanced Diploma of Management (Human Resources)	Advanced level or IELTS 6.0	Successful completion of Australian Year 12 or equivalent, or Diploma in a related field.

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10118NAT	Diploma of Social Media Marketing	Upper Intermediate level or IELTS 5.5 (minimum 5.0 in writing)	Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field.
SIT30216	Certificate III in Travel	Advanced level or IELTS 6.0	Successful completion of Australian Year 10 or equivalent.
SIT50116	Diploma of Travel & Tourism Management	Advanced level or IELTS 6.0	Successful completion of Australian Year 11 or equivalent.
SIT30616	Certificate III in Hospitality	Advanced level or IELTS 6.0	Successful completion of Australian Year 11 or equivalent.
SIT50416	Diploma of Hospitality Management	Advanced level or IELTS 6.0	Successful completion of Australian Year 11 or equivalent.
FNS40615	Certificate IV in Accounting	Advanced level or IELTS 6.0	Successful completion of Australian Year 11 or equivalent.
FNS50215	Diploma of Accounting	Advanced level or IELTS 6.0	Successful completion of the Certificate IV in Accounting (Course code: FNS40611 or FNS40615).
FNS60215	Advanced Diploma of Accounting	Advanced level or IELTS 6.0	Successful completion of the Diploma of Accounting (Course code: FNS50210 or FNS50215).
10298NAT	Certificate IV in Communicative TESOL	Advanced level or IELTS 6.5 (all skills) In addition, all applicants must satisfactorily complete the TESOL interview.	Successful completion of Australian Year 12 or equivalent Important: Under Standard P6.4 of the National ELICOS Standards 2018, in addition to completing a suitable TESOL qualification (which includes the Certificate IV in Communicative TESOL), all teaching staff at registered ELICOS provider must hold a degree or diploma of at least three years full-time or equivalent (teaching or other). For further information please refer to the National ELICOS Standards 2018 at: https://www.legislation.gov.au/Details/F2017L01349/Html/Text#_bookmark8

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Privacy Notice and Student Declaration

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed. The following is minimum mandatory content for inclusion in a Privacy Notice and Student Declaration.

Privacy Notice

Under the Data Provision Requirements 2012, **Australian Pacific College** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Australian Pacific College** for statistical, regulatory and research purposes. Australian Pacific College may disclose your personal information for these purposes to third parties, including:

1. School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
2. Employer – if you are enrolled in training paid by your employer;
3. Commonwealth and State or Territory government departments and authorised agencies;

NCVER;

4. Organisations conducting student surveys; and

Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

5. Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
6. facilitating statistics and research relating to education, including surveys;
7. understanding how the VET market operates, for policy, workforce planning and consumer information; and
8. administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

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PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]* DATE

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**Parental/guardian consent is required for all students under the age of 18.*

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