



Educating for Excellence

Australian Ideal College

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GENERAL TERMS AND CONDITIONS OF ENROLMENT

The General Terms and Conditions of Enrolment and the Letter of Offer make up the "written agreement" referred to in standard 3 of The National Code 2018, which governs your enrolment at Australian Ideal College (AIC or 'the College'). The General Terms and Conditions of Enrolment may be amended at any time without prior notice. You may access the latest version of our General Terms and Conditions of Enrolment via <https://aic.edu.au>

COURSE COMMENCEMENT

You are expected to commence studies on the course commencement date shown on your electronic Confirmation of Enrolment (eCoE). If you do not commence your course or make arrangements for an alternative start date within two weeks of your eCoE start date, the College will cancel your eCoE for non-commencement of studies and you must postpone your course to the next available intake and pay \$100 for reissuing each new eCoE.

STUDENT ORIENTATION

It is essential that you attend orientation, as you will get all necessary important information on academic performance and attendance requirement, distance/online delivery mode, nearby banks and post office, culture differences and age sensitivity etc. The orientation date is normally on Friday, 2 weeks prior to the course commencement date. Therefore, if you are applying for a visa from overseas, you need to ensure you are able to arrive and attend orientation at least 2 weeks prior to the course commencement date.

CHANGE OF ADDRESS AND CONTACT DETAILS

You must, while in Australia and studying with the College, advise the College as well as the Department of Home Affairs (DHA) of your own, and your emergency contact person's residential address, telephone number and email address within 7 days. It is your responsibility and in your own best interests that you ensure these contact details are always kept up to date with the College, or via our online system <https://ideal.rromanager.com.au>. This is to ensure you can continue to receive important information about your course, timetable, fees, possible breaches of your student visa conditions and any other important information.

PACKAGE COURSE

Courses offered as a package are considered as one course and the commencement date is counted from the first course contained within the package. Once you enrol in a packaged course, you can not apply for a refund of the second and/or subsequent courses after the commencement date of the first course.

TRANSFER FROM ANOTHER PROVIDER

If you are transferring from another provider to AIC prior to completing six months of your principal course of study, your enrolment is subject to the provision of release from the other provider. It's your responsibility to get yourself released by the other provider.

TRANSFER TO ANOTHER PROVIDER

A release request will not be approved for transfer or withdrawal prior to at least six months having elapsed in the principal course (being the highest qualification level in a packaged courses), except after consideration of limited genuine extenuating circumstances. You must pay all outstanding fees prior to granting a release.

COMPLAINTS AND APPEALS

You are encouraged to attempt informal resolution of any complaint or appeal you may have by directly engaging the staff member(s) or student(s) to whom the complaint or appeal relates. If it is not possible to resolve the complaint or appeal informally, you are encouraged to make a formal complaint in writing using the AIC Internal Appeal Form available at the College's reception or from our website: <https://aic.edu.au>. If you are not satisfied with the result or conduct of the College's internal complaints and appeals process, you may access an external and independent body to lodge your complaint/appeal. For more information, please refer to the Complaints and Appeals policy available at useful downloads under Student Support Services section of our website.

CREDIT TRANSFER

If you have applied for credit transfer or Recognition of Prior Learning (RPL), 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 issued by an education provider. Please refer to our RPL and Credit Transfer Policy and Procedure for more information.

DEFERMENT, SUSPENSION AND CANCELLATION

The College will only grant a deferment of commencement of studies or suspension of studies under compassionate and compelling circumstances. Where you have deferred commencement in a Course and subsequently cancel the Course, the original course start date before requesting for deferral will be used as the course start date to determine whether a refund can be made. An eCoE revision fee of \$100 will be charged for each course. The College may suspend or terminate your enrolment due to unpaid fees, general or academic misconduct, or unsatisfactory attendance and/or poor academic progress in accordance with the policies. These policies also include information on your rights to access the College's appeals and grievance procedures which can be found in the Student Handbook on our website.

DISCONTINUATION OF ENROLMENT

If you wish to discontinue your course or study, you will need to contact Student Services immediately and formally request your enrolment to be cancelled by completing the Course Variation Request Form, available at the reception desk or on our website. An administration fee of \$500 will be charged for any discontinuation of enrolment or termination of studies. Applications for termination of studies must be made in writing two (2) weeks before the commencement of the next term/next intake/next payment instalment, or next course if cancelling a package courses; otherwise the tuition fee for the following term/intake/instalment, or next course must be paid. Applications will only be processed if you have paid the administration fee of \$500 and the fee for the current semester. No refunds will be given to any fees already paid. If you have not maintained a satisfactory attendance and / or course progress up to the time of transfer or cancellation, the process of reporting you to the DHA will continue, even though you will no longer be officially enrolled with AIC (as per Standard 7 of the National Code).

EXPULSION FOR DISCIPLINE AND BEHAVIOUR

AIC reserves the right to suspend or expel you for serious breaches of discipline or behaviour. Smoking, possession and or use of drugs, alcohol or any illegal substance on College premises will lead to your immediate expulsion. Vandalism and graffiti on College premises will incur minimum \$200 fine and may result in expulsion, depending on the extent of damage. No refunds of tuition fee will be made in such cases. In particularly serious cases of misconduct that may have legal consequences in the eyes of the law, the College may report you to the relevant authorities for prosecution.

TEACHING HOURS

20 hours per week face-to-face teaching for English Courses; 15 hours per week face-to-face teaching plus 5 hours distance/online learning for Accounting, Business, Leadership and management, Interpreting and Translating courses. 13.5 hours per week face-to-face teaching plus 6.5 hours distance/online learning for Project management, Travel and Tourism and Hospitality. Courses may be offered during the day or evening, Monday to Sunday. Please note that the College closes on public holidays and there is no refund (pro-rated or otherwise) of course fees in respect of those days.

FULL TIME STUDY (ATTENDANCE REQUIREMENT)

Australian law requires international students to study full-time. A full-time study is ordinarily defined as a minimum of 20 hours per week for the registered study period. AIC monitors and records the attendance of each international student for the scheduled contact hours for the length of each study period of the course. AIC is proactive in notifying and counselling students who are at risk of failing to meet the attendance requirements as unsatisfactory attendance may lead to unsatisfactory academic progress. From Feb 2017, AIC has implemented the DET-DHA approved course progress policy and procedure for our vocational courses reporting system for each CRICOS registered course in which the student is enrolled.

SATISFACTORY ACADEMIC PROGRESS

AIC monitors and records the progress of each individual units of competency in which the student is enrolled. If you do not have satisfactory academic progress, you will be reported to DHA which may lead to cancellation of your student visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (20 weeks). A failure in more than 50% of units in one study period (9 weeks or 10 weeks depending on the course enrolled) will trigger a review of academic progress by the College and the implementation of an intervention strategy. For more information, please refer to the College's academic progress policy and procedure available at <https://aic.edu.au> under Student Support Services – Useful Downloads.

SPECIAL LEAVE REQUEST

Regular holidays are scheduled for vocational students throughout the year. Requests for leave outside the set holidays will be approved under compassionate and compelling circumstances only. Leave requests must be made in writing with supporting documents. Fees continue to be payable while on leave. You will need to extend your course at additional expense to cover all classes and assessments missed.

PRIVACY INFORMATION

Pursuant to the National Code 2018, your personal information may be made available by AIC to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) as well as debt collectors for overdue payments. This information includes your personal and emergency contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a visa condition. The authority to collect this information is also stipulated in the ESOS Act 2000.

TUITION FEES

Tuition fees refer to course fees only and do not include ancillary fees, such as application fees, RPL fees, material fees, textbook fees, stationary fees and cost of living expenses.

FEES AND WITHDRAWALS

Once you accept an offer, you are responsible for the full course fees. It is your responsibility to pay the fees on time. You may withdraw of your own volition but all fees are due and payable. If you withdraw or are dismissed or are otherwise excluded from a course, all fees are due and payable.

CHANGE OF TIMETABLE FEE

Once you have been enrolled in the timetable selected by you but wish to change it afterwards, you will be required to pay \$100 administration fee.

OVERDUE AND LATE FEES

You must pay each and every instalment on or before the due date set out in the letter of offer. The College does not have to provide reminder notices as the due date approaches. Failure to pay by the due date will attract a late payment penalty \$200 and you will not be permitted to attend classes or appear for assessments, nor shall the College grant any administrative requests. Where fees remain overdue, the College reserves the right to cancel your enrolment, notify DHA and take legal action. In addition to outstanding fees, you will be charged all costs incurred by the College. Where a fee is more than 14 days overdue, your enrolment will be cancelled. To re-enrol, you must pay all outstanding payments and penalties and a re-enrolment fee will apply.

OTHER COLLEGE POLICIES

As a condition of enrolment, you agree to abide by all College policies, which are all subject to change from time to time. Current policies are available at <https://aic.edu.au>

NON REFUNDABLE FEES & CHARGES

\$200 Enrolment fee; \$200 re-join fee	\$30 for reissuing letter of confirmation of studies
\$625 for repeating a unit of competency for Certificate III and Certificate IV courses	\$30 for issuing each attendance letter or transcript before course completion
\$830 for repeating a unit of competency for Diploma and higher courses	\$30 for reissuing each attendance letter or transcript
\$700 for repeating a unit of competency for Interpreting and Translating courses	\$20 for reissuing a lost student card
\$50 for late assessment task submitted after the due date	\$0.2 per page for black & white print/copy; \$1.0 per page for colour print/copy
\$100 for reissuing an eCoE	\$150 for re-assessing per unit of competency within two (2) months after the
\$500 administration fee for discontinuation of enrolment or cancellation of studies	course finish date
\$100 for reissuing each Certificate of Qualification	\$300 for re-assessment per unit of competency two (2) months after course finish
\$100 Application fee for Recognition of Prior Learning (RPL)	date
\$150 per subject of RPL	\$150 for late re-assessment submitted after the due date

REFUND

- All tuition fees and charges must be paid in full prior to course commencement if your course duration is less than 25 weeks unless a 'payment plan' is arranged with the College. 50% of the tuition fees and all charges must be paid prior to course commencement if your course duration is more than 25 weeks. Your tuition fees are safeguarded by the Tuition Protection Service (TPS).
- You must complete a refund request form and submit it to the College with any supporting documents. Refunds will be processed within 28 days of receipt and will include a Refund Calculation Form explaining how the refund is calculated.

2.1 Grounds for Refund of Fees:

2.1.1 Enrolment/application fee, material fee, administration fee, accommodation placement fee, guardian placement fee, airport transfer fee, textbook fee, stationary fee, and, any non-refundable fees and charges.	Non-Refundable
2.1.2 Withdrawal for visa refusal in writing and received by AIC before course commencement date if the refusal is not due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by DHA	100% refund of tuition fee paid
2.1.3 Withdrawal for visa refusal in writing and received by AIC after course commencement date if the refusal is not due to your actions, such as forged or fraudulent document, or failure to provide the documents required by DHA	100% refund of the UNUSED tuition fee paid
2.1.4 Withdrawal for visa refusal if the refusal is due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by DHA	No refund of tuition fee paid
2.1.5 Withdrawal for visa refusal in writing and received by AIC more than 14 days after you received the visa refusal letter, no matter whether your original course has commenced or not	No refund of tuition fee paid
2.1.6 Where you have got the student visa granted by DHA, you choose not to come to Australia to start your course	No refund of tuition fee paid
2.1.7 Withdrawal notified in writing and received by AIC 28 days or more prior to course commencement date	50% refund of the tuition fee paid
2.1.8 Withdrawal notified in writing and received by AIC less than 28 days prior to course commencement date	30% refund of the tuition fee paid
2.1.9 Withdrawal notified in writing and received by AIC on or after the original course commencement date	No refund of tuition fee paid
2.1.10 Termination of enrolment for failure to comply with AIC's policies and procedures and DHA's visa requirements	No refund of any fee paid
2.1.11 All refunds will attract a \$300 administration fee	

- In the unlikely event that AIC is unable to deliver the course, AIC will either offer you an alternative placement which is acceptable to you, or if you are not satisfied with the replacement, you will receive a full refund of the *unexpended* tuition fees you have paid to AIC. To be specific, it means that the refund is only eligible for the *unused* pre-paid tuition fee. You cannot get refund for any fee you have used, or you have not paid. The refund will be paid to you within 14 days of the day on which the course ceased being provided. The Director of the Tuition Protection Service (TPS) will facilitate access to alternative course placement. The TPS normally uses an online placement service to give you all the information you need so you can understand your options and choose an alternative course that best suits you.
- Fees which are not listed on 2.1 will not be refunded. Prior to enrolling, fees may be altered without notice; it is your responsibility to obtain the most up-to-date fees. Once you have completed enrolment, fees will not be subject to change for the normal duration of the course. If you extend a course length, then any fee increases will be required to be paid for the extended component of the course. If a course length is extended due to the updates of training packages required by the government, then you are required to pay any fee increases for the extended component of the course.
- If you are over 18 years old, the refund will be paid directly to you or in accordance with your written directions.
- If you are under 18 years old, the refund may be paid to you but only with the authority or consent of your parent or legal guardian.
- You agree that the College may change the Cancellation and Refund Policy at any time and the latest policy applied to determine whether you receive a refund will be the policy on the website <https://aic.edu.au>.
- You understand and agree that the College reserves the right to vary its intakes, fees and timetables without further notice.
- This agreement and the availability of complaints and appeals processes do not remove your right to take action under Australia's consumer protection laws.