

Professional Year Programs Enrolment Form – 2017/2018



Personal Details

First Name	
Last Name	
Date of Birth (DD/MM/YYYY)	<input type="radio"/> Male <input type="radio"/> Female
Country of Birth	Citizenship (per passport)
Passport No.	Passport Expiry (DD/MM/YYYY)

Contact Details (in Australia)

Current Address		
Suburb	State	Post Code
Home Telephone	Mobile Telephone	
Email Address		

In Case of Emergency

Contact Name
Contact Telephone

Residency or Visa Type

- Australian resident/citizen Working Visa Other
 Student 485 or Bridging Visa

If 'Other', please specify	Visa Expiry (DD/MM/YYYY)
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Education

Details of your Australian qualification

Qualification	
School / Institution	
Course Duration	Year Completed

English Test

<input type="radio"/> IELTS General <input type="radio"/> IELTS Academic <input type="radio"/> PTE	Date of Test	Overall Score
Writing	Reading	Speaking
		Listening

Your Application

Type of Application

Direct Agent Consultant & Agency Name

How did you first hear about Performance Education?

- Internet Friend University
 Event Agent Advertising

Please provide details

Program Details

In which Professional Year Program stream are you enrolling?

- SMIPA (Accounting) ACS (Information Technology)

What is your preferred program start date?

- 1 May '17 29 May '17 26 Jun '17 24 Jul '17 21 Aug '17
 18 Sep '17 16 Oct '17 13 Nov '17 11 Dec '17 8 Jan '18
 5 Feb '18 5 Mar '18 2 Apr '18 30 Apr '18 28 May '18

Please select your preferred city of study, then indicate your preferred day of study in the appropriate boxes (1 = most preferred, 2 = second preference, 3 = least preferred)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="radio"/> Sydney (9am – 6pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Melbourne (9am – 6pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Adelaide (9am – 6pm)	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
<input type="radio"/> Perth (9am – 6pm)							<input type="checkbox"/>

Payment Details

Please select a payment option	Admin & Materials Fee	SMIPA Tuition Fee	ACS Tuition Fee
<input type="checkbox"/> Up-Front payment	\$250	<input type="radio"/> \$11,250	<input type="radio"/> \$12,930
<input type="checkbox"/> Monthly instalments	\$250	<input type="radio"/> \$11,750 [†]	<input type="radio"/> \$12,930 [‡]

[†] 1 x \$2,750 initial payment and 8 x \$1,125 subsequent monthly payments (subject to the Deferred Payment Plan Terms & Conditions)

[‡] 1 x \$780 initial payment and 8 x \$1,550 subsequent monthly payments (subject to the Deferred Payment Plan Terms & Conditions)

Course Fees

Administration & Materials Fee	\$
Tuition Fee	\$
TOTAL	\$

Document Checklist

In order for us to process your application please attach the following documents:

- Academic Transcripts and letter of completion Proof of English Language Proficiency Visa Details
 Skills Assessment (Accounting) Passport Interview checklist

Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information and terms and conditions in the brochure or website and I have sufficient information about the program to apply. I give Performance Education permission to obtain official records from an educational institution attended by me. I understand that Performance Education collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to the relevant professional body and the Department of Immigration and Border Protection; and other Australian government bodies as required by law. I understand that if I have applied through an approved Performance Education agent, all correspondence relating to my application will be forwarded to that agent. I understand that fees may rise. I accept liability for payment of all fees as explained in the brochure and Terms & Conditions, and I agree to abide by the Fee Refund Policy which is current at the time of my studies at Performance Education. I understand that Performance Education may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State.

Applicant's Signature	Date (DD/MM/YYYY)
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2017 Professional Year Programs – Terms & Conditions

GENERAL INFORMATION

I, _____ (full name) acknowledge and agree to the following Terms & Conditions in regard to my enrolment in the Professional Year Program ("The Course") with Performance Education.

The Course is 44 weeks minimum* in length, and includes face-to-face coursework as well as a Work Integrated Learning (WIL) placement.

* The Course may be longer depending on WIL placement start date and completion of coursework components. While every effort is made to ensure that students' WIL placements commence at the allocated time, this may not always be possible.

1. I understand that any variation in these Terms & Conditions must be in writing and signed on behalf of Performance Education.
2. I will advise Performance Education of any changes to my details, including visa status and contact details within 14 days of such change.
3. I understand that I am expected to attend 100% of classes and must complete all of the assessments associated with The Course. Any class absence due to illness must be supported by a valid medical certificate. Failure to achieve the Minimum Attendance* requirement is an automatic failure of The Course. I understand and agree that I am only entitled to a refund pursuant to the Terms & Conditions stated under 'Refund Policy'.

* Minimum Attendance – Students attendance on The Course must be at least 80% overall and at least 50% on each individual subject to be eligible to pass. Practical Applications workshops require a minimum 80% attendance to pass. Subject failures will require students to reschedule their course and will lead to delays in graduation dates.

4. I understand that I am required to bring a compatible device to specified classes in accordance with Performance Education's BYOD policy.
5. I understand that any leave application at any point during the program will only be granted in cases of emergency and at the discretion of Performance Education. I understand that an application for leave/deferral must be made in writing to the Program Manager and that any type of leave/deferral may lead to a delay in my graduation and that this may result in the extension of my course length.

A \$125.00 Leave Processing Fee may be charged for Leave (up to 8 weeks) that results in a course schedule change and/or extension of graduation date and/or if it affects on-time placements when I am unavailable 8 weeks prior to the placement. A \$400.00 fee may be charged where a leave application is submitted less than 7 days prior of the next affected subject. A \$125.00 Deferral Processing Fee may be charged for Deferral (more than 8 weeks) that results in a course schedule change and/or extension of graduation date.

6. I understand that any type of leave/deferral will not affect my tuition fee obligations including, but not limited to the timing and amount of monthly instalments.
7. I understand that fees may apply for any approved application to change the elected study day, depending on whether it involves changing subject streams and/or changes from weekday to weekends and vice-versa. Where applicable, the fee is \$125.00; where less than 7 days notice is given, the fee is \$400.00.
8. I understand that a \$400.00 fee may apply when there is subject failure due to low attendance (less than 50%) requiring re-enrolment.
9. I understand that an Academic Administration fee of \$75.00 will apply in each of the following cases and will be deducted along with my next instalment:
 - Any re-scheduling of classes due to failure to meet minimum attendance requirements
 - Admission to a re-assessment workshop due to failure to meet assessment requirements
 - Reassessment due to cheating, plagiarism and/or collusion on an assessment
 - Unlocking of an online assessment for (re) submission and grading, following reminders and where the Week 8 final subject close out has passed
 - Replacement of learning materials.
10. As a Professional Year IT student, I understand that the Australian Computer Society will apply additional fees in the following cases, and that Performance Education reserves the right to reclaim these fees from students:
 - Failure of the ACS online module and have to be re-enrolled (\$900.00 + GST)
 - Transfer to another ACS online cohort due to leave or deferral (\$115.00 + GST).

11. I understand that if my behaviour is deemed unacceptable by Performance Education, including but not limited to not following the Student Code of Conduct or acts of Plagiarism, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
12. I understand I will be required to attend organised activities as part of The Course, including the WIL placement. I authorise Performance Education, and the Host Company for my WIL placement, to obtain medical treatment for me should Performance Education (and the Host Company/ Companies), deem such action necessary. I agree to indemnify Performance Education or any Host Companies for any expenses, loss, damage or liability whatsoever occasioned as a result of authorising and arranging any emergency medical treatment.
13. I understand that successful completion of the Professional Year does not guarantee that I will receive permanent residency status in Australia.
14. I acknowledge that Performance Education will arrange my WIL placement with a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these placements; that Host Companies will be selected at the discretion of Performance Education; and that an offer of a WIL placement is at the discretion of the Host Company.
15. I understand that I am required to have 100% attendance throughout the WIL placement period and to complete the work assigned.
16. I acknowledge that I am wholly responsible for all matters concerning my visa and will not hold Performance Education liable for any matters relating to this.
17. To successfully pass the WIL placement the student must adhere to the conditions set out in the Training Agreement, including but not limited to successful completion of the WIL placement, appropriate attendance of and performance during the WIL placement.

FEES

The fee structure, correct as at 1 July 2016, is as follows:

PAYMENT OPTION	ADMIN & MATERIALS FEE	SMIPA PY TUITION FEE	ACS PY TUITION FEE
Up-Front payment	\$250	\$11,250	\$12,930
Monthly instalments	\$250	\$11,750 [†]	\$12,930 [‡]

[†] 1 x \$2,750 initial payment and 8 x \$1,125 subsequent monthly payments

[‡] 1 x \$780 initial payment and 8 x \$1,550 subsequent monthly payments

1. The Administration and Materials Fee is \$250. This fee must be paid in full to secure a position in any particular intake. The Administration and Materials Fee is not refundable under any circumstances.
2. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. This may include removal from classes, and delayed WIL placement.
3. All fees are payable in Australian Dollars (AUD) and will be automatically charged to the nominated account (credit card or bank account) that is held on file for tuition payments.
4. Monthly payments
 - i. Payment of fees in monthly instalments is only available upon completion of the Student Loan - Deferred Payment Plan Direct Debit Authority form (fees & charges apply).
 - ii. The first instalment of monthly tuition fees is due 5 days prior to the commencement of The Course.
 - iii. Subsequent instalments will be deducted every four weeks from the commencement of the course.
5. Performance Education will provide the students with a WIL placement as part of the course requirements. In the event the student fails the WIL placement, the student will be liable for an additional \$2,000+GST replacement WIL placement fee.
6. In the event that a student enrolled in the ACS Professional Year (Information Technology) fails the PE On-line component any additional charges made by ACS for re-enrolment will be incurred by the student.
7. In the case that any scheduled payments are dishonoured, for any reason, a \$50 administration fee will be incurred by the student.
8. A \$50 Administration Fee may be charged for any manual processing of payments that are processed outside of the direct debit arrangement.

CANCELLATION/REFUND POLICY

FULL REFUND

Performance Education agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Performance Education is unable to offer The Course; or
- Where Performance Education refuses the application for enrolment.

CANCELLATION / WITHDRAWAL REFUND POLICY: UP-FRONT PAYMENT

For students who have made a full up-front payment, Performance Education agrees to refund all or part of the tuition fees paid, to the original fee paying party, upon written notice of cancellation by the applicant.

The amount of the refund paid will be determined by the timing of the receipt of the written notice from the applicant, as shown below:

Written Notice Received	Refund
More than 14 days prior to the commencement of The Course	Full refund of any tuition fees paid
Less than 14 days prior to the commencement of The Course	75% of any tuition fees paid
After commencement of The Course, and within 10 weeks after the published course commencement date	50% of any tuition fees paid
More than 10 weeks after the published course commencement date	NO REFUND

Applicants who withdraw 10 weeks after the published course commencement date are still liable for all tuition fees.

CANCELLATION / WITHDRAWAL REFUND POLICY: MONTHLY INSTALMENTS

For students who have elected to pay by instalments, Performance Education agrees to credit their tuition fee balance, upon written notice of cancellation by the applicant. Any balance of tuition fees due, together with any outstanding administration fees must be paid immediately upon the acceptance of the applicant's withdrawal.

The balance of tuition fees due will be determined by the timing of the receipt of the written notice from the applicant, as shown below:

Written Notice Received	Refund/Payment Due
More than 14 days prior to the commencement of The Course	Full refund of any tuition fees paid
Less than 14 days prior to the commencement of The Course	Payment equal to first 2 instalments
After commencement of The Course, and within 10 weeks after the published course commencement date	Payment equal to first 5 instalments
More than 10 weeks after the published course commencement date	Payment of all tuition fees

Applicants who withdraw 10 weeks after the published course commencement date are still liable for all tuition fees.

- I understand that the Professional Year is a program designed to enhance my employability and improve my communication skills as well as understanding of the Australian workplace. I agree to the attendance requirements of the course and will, to the best of my ability, commit to attending 100% of the course, including the Work Integrated Learning (WIL) placement. I understand that completion of this course does not entitle me to permanent residency in Australia.

ACKNOWLEDGEMENT

Applicant's Signature

Applicant's Full Name (please print)

Date (DD/MM/YYYY)