

Issue Date

This document contains your Offer for a place in an Asia Pacific International College ("College") program and the terms and conditions of enrolment in said program. When signed by you, this document will constitute a binding legal agreement between you and the College. Ensure that you fully understand and agree with the terms of this Agreement before signing it.

Section 1: Personal Details

Potential Student Number: XXXXXXXXXX

Offer No: XXXX

Student Name

Student Address

Date of Birth: XX/XX/XXXX (XX years old)

Section 2: Course Details

Course Name: XXXXXXXXXXXXXXXXXXXXXXXX

CRICOS Course Code: XXXXXXXX

Start Date: XX/XX/XXXX

End Date: XX/XX/XXXX

Duration: XXXXXXXX

Campus: XXXXXXXXXXXXXXXXXXXX

Section 3: Fee Summary

Fee Description	Amount
Total Tuition Fee:	\$0.00
Application/Enrolment Fee:	\$0.00
1st Tuition Fee:	\$0.00

Compulsory Resource Fees

In order to complete a course, you may be required to purchase additional materials. Below is a list of additional materials required for each course and indicative costs for these materials.

Materials Fee:	\$0.00
----------------	--------

Overseas Student Health Cover (OSHC) Duration: {Duration_months}

If you have indicated that you would like APIC to arrange Overseas Student Health Cover on your behalf, you will need to include payment to APIC, who will then arrange OSHC cover. Please be advised that your premium is subject to change. APIC will inform you if there is any variation in your premium at the time of the commencement of your course.

Overseas Student Health Cover (OSHC):	\$0.00
---------------------------------------	--------

Services

If you have indicated that you would like Asia Pacific International College to arrange Airport pick-up or Accommodation on your behalf, you will need to include payment to Asia Pacific International College.

Airport Pick-up Fee:	\$0.00
----------------------	--------

Accommodation Placement Fee:	\$0.00
------------------------------	--------

Accommodation Fee:	\$0.00
--------------------	--------

Fee Deposit (Payable now)

The amount below needs to be paid at the time of acceptance. Do not make payment without signing this agreement. Payments can be made using any of the payment methods outlined under heading 4 of this form.

Total Commencement Fee:	\$0.00
--------------------------------	---------------

Total Course Fees:	\$0.00
--------------------	--------

Section 4: Payment Details

Western Union

Western Union Business Solutions provides Asia Pacific International College with a reliable online payment application. It is our preferred payment that allows you to pay your student fees in your home currency. It is fast and efficient and will allow Asia Pacific International College to receive your payment in full.

To pay, log onto www.gefoforeducation.com/APIC

Enter your student details

Select payment items referenced in Fee Summary

Enter the amount and select the currency you wish to pay in

Complete the Payer Details information

Follow the Payment Instructions

This is a fast and traceable payment method helping you receive your certificate of enrolment on time.

Credit Card

Credit Card Online Payment method available in our website via the following link PAY ONLINE. **Note:** 1% Credit Card Surcharge will be applied.

EFT

If you elect to pay your tuition fees and your OSHC premium electronically, you can do so by transferring your money to the Asia Pacific International College account:

Asia Pacific International College Pty Ltd

HSBC Bank Australia Limited

BSB: 342-011

ACC: 523537-001

Swift Code: HKBAU2S

Reference: Please use your Student Number as the transaction reference. Upon receipt of fees, you will be issued with the college's Electronic Confirmation of Enrolment form and proof of payment of Health Insurance so that you can apply for a student visa. Further information regarding enrolment and orientation will also be sent to you at this time.

Payment Schedule

Fee Name	GST	Amount (Inc. GST)	Due Date
APIC Enrolment Fee	\$0.00	\$0.00	XX/XX/XXXX
Course (Payment 1)	\$0.00	\$0.00	XX/XX/XXXX
OSHC Fee	\$0.00	\$0.00	XX/XX/XXXX
Total Fees	\$0.00		

The course fees (by semester) indicated below is based on a standard full-time study load and duration. Your course fees and duration may vary if you have applied and granted Recognition of Prior Learning (RPL).

Section 5: Conditions of Acceptance

Subject to the following condition(s):

- Up-to-date all onshore academics after finish EAP course at Queen Anne college on 09/10/2015 (Online Transcripts acceptable)

ASIA PACIFIC INTERNATIONAL COLLEGE A.B.N. 48 061 101 488 ("the College") and the Student named in the attached Schedule ("the Student")

RECITALS

- a. The College offers the Student a place to study full time in the degree specified in the letter of offer which forms part of this Agreement.
- b. The intention of this Agreement is to record the terms upon which the College shall admit the Student into the award course specified and the Student shall complete the respective award course and by its execution of the same the College and the Student both acknowledge that its provisions shall apply as between them.
- c. All students are required to have their own laptop computer and normal legally acquired software and bring their computers with them to all classroom and workshop sessions. Note that the College does not accept any responsibility for any personal property lost or damaged in the College premises. The College permits students to bring their personal property to the College premises on condition that it safe and in good operating order and that the student assumes full risks for the possession and use of such property.
- d. Note there are 3 intakes in each year, typically March, July and October. March and July intakes are for Semesters 1 and 2 respectively (that are compulsory study periods). October intake is for Summer Semester that is not a compulsory study period. Typically the College offers a limited number of units of study in Summer Semester, generally to enable new students to commence their studies earlier. Notwithstanding the summer start up, all Semester 3 (Summer) students are required to continue and complete subsequent Semesters 1 and 2 uninterrupted. For example, for a 4 semester course students who have started in Semester 3, 2014 will continue to study Semesters 1 and 2, 2015, followed by Semester 1, 2016.

Section 6: Operative Part of Agreement**Preamble**

The educational philosophy of Asia Pacific International College is to provide conditions that maximise learning and intellectual enrichment of students. The College encourages independent learning, group/team interaction and reflection on a regular basis under mentoring. While the College will endeavour to provide qualified resources, tools and support services to all students for optimal learning and development the responsibility for learning rests principally with students. Academic staff will try to facilitate the learning process. Normally each unit of study requires an average of 210 hours of study which comprises 30 hours of lecture and tutorial upfront and 180 hours of project and self study over a period of 13 weeks. It has 3 components:

- **Intensive knowledge workshop**
- **Project and teamwork phase (nominally 10-11 weeks conducted intensively under supervision)**
- **Formal assessment (1-2 weeks face-to-face)**

We endeavour to create the right environment and stimulus for learning, including our best efforts to provide timely feedback. Learning is most effective when individuals work in effective teams. Team-based learning is the basis of your learning during the project phase of each unit of study.

Student's rights:

- Students have the right to be treated fairly and with due professional courtesy.
- The College is committed to providing a safe and secure work and study environment.
- The College does not discriminate on any grounds and does not tolerate any such behaviour on the part of its staff members, educators, associates and students. Students who note or suspect discrimination of any type are required to report it confidentially to the Registrar via registrar@apicollege.edu.au.
- All students are entitled to privacy and their personal and other information shall be treated confidentially in accordance with the relevant privacy laws and the College's privacy policies, a copy of which is placed online at: <http://www.apicollege.edu.au/>. All students must sign the respective Consent form annexed to this Agreement prior to formal admission into their award course. The Consent form gives the College permission to share personal information with the respective educational authorities and the agencies or organisations who provide tuition assurance or any authority in relation to administration of the respective laws and regulations prevailing during the currency of the Agreement or upon graduation and or in relation to the management of the academic or alumni issues.
- The College is committed to providing a collegiate and friendly environment within which students and staff members can exchange ideas freely and without prejudice.

- The College is committed to customer service and cordiality. All students have due rights in terms of quality of education they receive, fees and refunds. See APIC's policies and procedures – www.apicollege.edu.au - regarding the procedures to follow in dealing with any aspect of your rights.

Students are responsible for their actions and the consequences of the same. They are reminded that admission, enrolment and continued progression in a unit of study or whole course offered by the College is subject to their abiding by APIC's policies. In addition, all students are required to follow the guidelines and directions given by appointed course convenors and other responsible staff of the College. We expect our students to display a mature attitude and a proactive approach to their learning and professional development.

Students will:

- agree to act honestly, professionally and observe all College rules and regulations;
- set themselves high professional development goals and challenges as per their learning and development plans;
- consider themselves as partners in the program, in particular in the execution of the Learning Program in each unit enrolled;
- familiarise themselves with the way each unit of study is conducted, including schedule of activities, submission dates, group learning and any other relevant aspect;
- establish their own learning schedule, including allocating the necessary additional time slots for study and interaction with the rest of the group/class;
- assume responsibility for any shortcoming in their background knowledge and attempt to acquire the same in a timely fashion;
- invest enough time towards developing their self-learning and research skills (which are pivotal in any field, including business and project management);
- endeavour to apply professional judgement in interpreting the course requirements or understanding relevant concepts and evaluating the validity of work done;
- actively participate in, or lead the discussion and group learning activities; and
- develop a keen interest in expanding their horizons in the respective subject matter.

Section 7: Operative Procedures

1. Within seven (7) days of the change of address or contact details, the Student must complete the online Student Update Details (http://apicollege.edu.au/FORMS_ONLINE/update/update.html) form.
2. Students shall devote themselves to their full-time study and shall not be permitted to repeat a unit of study more than once. The right to repeat a unit of study is not automatic and is conditional upon the Student demonstrating a genuine student status.
3. The College is required to share personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition with the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme.
4. The Student acknowledges that in terms of the study program advised they shall pay the respected tuition fees for each semester in advance of that semester. Failure to pay the tuition fees in advance shall be deemed a breach of this agreement and may lead to the cancellation of the enrolment of the student in the respective course.
5. Annexure A contains the applicable refund policy and associated information which shall be part of this agreement
6. The student must acknowledge in the attached form that they have accessed the students section of the College website <http://www.apicollege.edu.au/> thoroughly read and agree to abide by the following policies and regulations:
 - A. [Academic Integrity Policy](#)
 - B. [Student Grievance and Appeals Policy](#)
 - C. [Privacy Policy](#)
 - D. [Equity and Diversity Policy](#)
 - E. [Student Code of Conduct Policy](#)
 - F. [Attendance Policy](#)
 - G. [Award of Grades Policy](#)
 - H. [Academic Progress Policy](#)
7. Where a student has been awarded a scholarship then the student and the College shall be bound by the scholarship conditions as attached to this agreement.
8. Neither this agreement nor a student's right to submit internal and external complaints removes the student's right to take action under Australia's consumer protection laws.

English Language Requirements

Where English is not a student's first language or where the qualifications are from institutions where the delivery of the program was not in English, applicants are required to demonstrate their proficiency in English by achieving the English entry level in an internationally recognised English Language examination, as detailed in APIC's Admission Policy which can be found on the College website – www.apicollege.edu.au

Students may be deemed to have met the APIC English language requirements for admittance if the applicants have successfully completed a recognised undergraduate or postgraduate degree level course in Australia or in a tertiary education institution in one of the countries listed in Table A1 of APIC's Admission Policy, and in which English has been the sole medium of instruction and examination.

If immediately prior to applying for admission to APIC an applicant was enrolled and was studying a course offered by an Australian university or higher education institution comparable in level to the APIC course, that applicant may be deemed to have met the APIC English language requirements for admittance.

Students may be deemed to have met the APIC English language requirements for admittance if within the last 24 months they have successfully completed:

- at least one year of a vocational qualification at a Diploma or Advanced Diploma level in an Australian Registered Training Organisation; or
- they have resided and worked professionally in Australia or another English-speaking country since graduation (Applicants will need to provide proof of residency and employment with their application for admission).

Applicants who have studied English prior to their application or those with prior living experience in an English-speaking country do not automatically meet APIC's English language proficiency requirements, and are considered on a case by case basis. In all such cases the College may still require applicants to pass the English for Academic Purposes (EAP) test (minimum score 50) or equivalent tests prior to their commencement of studies at APIC.

Section 8: Annexure A: Refund Policy and Procedures

Asia Pacific International College (APIC) is committed to ensuring its policy and procedures comply with all legislative and regulatory requirements established under the:

- ESOS Act 2000, Regulations and National Code 2007;
- TEQSA Act 2011 and Higher Education Standards Framework 2015
- Migration Act 1958 and Regulations.

The ESOS National Code Part D, Standard 3.1.c requires that:

The registered provider must enter into a written agreement with the student (which) must ... provide information in relation to refunds of course money

APIC's refund policy and procedures can be found at <http://apicollege.edu.au/policies-and-regulations/>

The refund and withdrawal policy sets out the circumstances that as student is entitled to a refund and the process a student must follow to get a refund if they withdraw from a course or unit of study.

The policy applies to all commencing and re-enrolling students and to students seeking to withdraw from a course or courses for which they have paid fees. It also applies to those students whose CoEs have been cancelled for courses for which they have paid fees.

The policy applies to all tuition fees paid including those collected by education agents on behalf of APIC and its associated registered providers; plus non-tuition materials fee and Overseas Students Health Cover fees.

Other non-tuition fees are excluded and are thereby non-refundable: the enrolment fee, the CoE processing fee, the change of course fee, and the airport pick-up fee.

This policy does not affect a student's right to submit internal and external (to the Overseas Students Ombudsman) complaints and appeals nor does it affect that student's right to take action under Australia's consumer protection laws.

Refunds

If an applicant accepts a place offered by APIC, pays the stipulated fees and signs the letter of offer, and is subsequently issued with a confirmation of enrolment (CoE), a binding contract has been created between the student and APIC.

Refunds and Visa Issues

If a student's visa application is rejected the student will be entitled to a full refund of course tuition fees or CoE security deposit plus non-tuition fees, minus the lesser of 5% of the amount of course fees received before the visa application refusal date or \$500.; and a full refund of the OHSC fee.

The student will need to notify APIC, apply for a refund of Fees and send a verified copy of the original visa rejection letter from the Australian embassy/consulate or immigration office.

APIC will process the application and refund the approved amount to the student.

If a student withdraws their visa application on request from APIC, the student will be entitled to a full refund of course tuition fees or CoE security deposit plus non-tuition fees, minus the lesser of 5% of the amount of course fees received before the visa application refusal date or \$500.; and a full refund of the OHSC fee.

The student will need apply for a refund of fees, and APIC will process the application and refund the approved amount to the student.

If a student cannot start their course on time because the visa application processing is delayed by circumstances beyond the student's control APIC will defer the student's enrolment and provide documentation for the next commencement date if an on-line application for change of course start date is submitted before the census date with documentary evidence relating to the delay in visa processing.

APIC will provide no refund if the student fails to submit an application for change of course start date by the required date.

If a student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions: there will be no refund of unspent tuition fees and materials fee for their current course and any subsequent package course for which tuition fees have been pre-paid.

Refunds and Provider Default

If APIC or one of its associated providers cancels a course for which it has issued a CoE and does not offer an equivalent alternative course, the affected student will be entitled to a full refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500.; and a full refund of the OHSC fee.

If APIC or one of its associated providers cancels a course for which it has issued a CoE, offers an alternative equivalent course at no extra cost to the student, and a student accepts that offer, the student will be issued with a LoO for the alternative course; and the pre-paid tuition fees will be fully refunded and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from the discontinued course to alternative course and the student will be issued with a CoE for the equivalent alternative course.

APIC will notify the student of the default and offer the alternative course. Student will notify APIC of decision to accept the offer. APIC will issue a new LoO for the alternative course at no extra cost to student, and issue an CoE for that course upon transfer or payment of the fees.

If APIC or one of its associated providers cancels a course for which it has issued a CoE, offers an alternative equivalent course at no extra cost to the student, but a student rejects that offer and seeks a release to pursue an equivalent alternative courses with another provider, the student will be entitled to a full refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500.; and a full refund of the OHSC fee.

Refunds and Student Withdrawal, Package Courses

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal before or after the commencement date of a course which is part of a package program, they are entitled to no refund of the course tuition fees or CoE security deposit, nor the materials fee for the course withdrawn from and any subsequent package courses; and a full refund of their OHSC fee if the cancellation/withdrawal is before the course commencement date.

The student will submit their course withdrawal form and refund application on-line, and APIC will process application and complete all processing and reporting of cancellation.

If a student's CoE is cancelled for a breach of their student visa conditions, conditions of enrolment and/or National Code Standards (unsatisfactory attendance, unsatisfactory academic progress, non-payment of fees, etc.), they are entitled to no refund of course tuition fees or CoE security deposit, nor the materials fee for the course withdrawn from and any subsequent package courses; and no refund of their OHSC fee.

If a student's CoE is cancelled due to demonstrated compassionate and/or compelling circumstances, they are entitled to a full refund of tuition fees OR CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500, if the withdrawal is before course start date; or a part refund of unspent tuition fees for current course at time of withdrawal, if the withdrawal is after the commencement date of their initial package course).

The student will receive a full refund of their OHSC fee if they withdraw before the commencement date of their first package courses; or no refund of their OHSC fee if they withdraw after the commencement date of their first package course.

Refunds and Student Withdrawal, Non-package Courses

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course, they are entitled to a full refund of their pre-paid course tuition fees or CoE Security Deposit plus enrolment and materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500; and a full refund of their OHSC fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks before the commencement date of their non-package course, they are entitled to a 75% refund of their pre-paid course tuition fees or CoE security deposit plus enrolment and materials fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500; and a full refund of their OHSC fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 2 weeks (14 days) but less than 4 weeks before the commencement date of their non-package course, they are entitled to a 50% refund of their pre-paid course tuition fees or CoE security deposit plus enrolment and materials fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500; and a full refund of their OHSC fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days) before, or after the commencement date of their non-package course, they are entitled to no refund of their pre-paid course tuition fees or CoE security deposit and materials fee a full refund of their OHSC fee if cancellation is before the official commencement date; or no refund of their OHSC fee if cancellation is after the official commencement date.

If a student's CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (unsatisfactory attendance, unsatisfactory academic progress, non-payment of fees, etc.), they are entitled to no refund of their pre-paid course tuition fees or CoE security deposit and materials fee; and no refund of their OHSC fee.

If a student's CoE is cancelled due to demonstrated compassionate and/or compelling circumstances, they are entitled to a full refund of tuition fees OR CoE security deposit for the cancelled course plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500, if the withdrawal is before course start date.

If the withdrawal is after the course commencement date, the student is entitled to a part refund, being the unspent tuition Fees at time of withdrawal, a full refund of their OHSC fee if they withdraw before their course commencement date; or no refund of their OHSC fee if they withdraw after their course commencement date.

Accommodation Refunds

If a student cancels their accommodation more than two weeks (14 days) before their arrival date they are entitled to a full refund of their pre-paid rent for both Homestay and CossyStay accommodation.

If a student cancels their accommodation more than two days (48 hours) but less than two weeks (14 days) before their arrival date they are entitled to: a part refund of their pre-paid Homestay rent (they forfeit their placement fee and 2 weeks rent); and a part refund of their CossyStay rent (they forfeit \$350).

If a student cancels their accommodation less than 2 days (48 hours) before their arrival date they are not entitled to any refund. (they forfeit all their pre-paid rent).

OSHC Refunds

If a student cancels their accommodation less than 2 days (48 hours) before their arrival date they are not entitled to any refund. (they forfeit all their pre-paid rent).

Refund Procedures

Students may apply for a refund by completing and submitting an on-line APIC [Refund Application](#) Form.

If the applicant is enrolled in a package course the application for withdrawal will be transferred to the provider of the student's principal course for determination. If the principal course provider's determination is in the negative the application for withdrawal from the APIC feeder courses will similarly be rejected and the student will be notified, such notification including advice relating to the right to and mode of submitting an internal appeal.

If the principal course provider's determination is to approve withdrawal, the application for withdrawal from the APIC feeder courses will be approved and the student will be informed.

Applications for withdrawal from the APIC courses and refunds will be processed within two weeks (ten working days) and, if successful, progressed with recommendations to the Accounts Manager for determination of the refund application.

Applications may be made for the refund of fees and charges on the ground of exceptional circumstances which provide compassionate and compelling reasons for withdrawal from a course. Such applications will be considered on a case by case basis.

All applications for a refund will be determined by the Accounts Manager and will normally be processed within twenty working days (four weeks) of the application being made. Where this is not possible the student will be informed.

On determination of the application, the student will be informed in writing and, if the determination rejects a full refund, information will be provided informing the student of their right to make an internal appeal against the decision and the means of submitting such an appeal.

If a student is not satisfied with the outcome of an application for a refund of fees, the student may appeal within 20 working days (four weeks) by submitting a completed on-line student appeal form with full supporting documentation to the Accounts Manager.

All internal appeals relating to the refund of fees, will normally be processed by the Accounts Manager within twenty working days (four weeks) of the appeal being made. Where this is not possible the student will be informed.

On determination of the appeal the student will be informed in writing and, if the determination rejects the appeal, the student will be informed of their right to, and the means of submitting an external appeal to the Overseas Student Ombudsman.

All approved refunds will be paid within two weeks (10 working days) of their being approved.

Refunds will be made in Australian dollars and the College reserves the right to make refunds payable in the country of origin. Agency fees, if applicable, will not be refunded.

Where an international student requests that the refund is made payable to a relative or other person in Australia, this will only be granted if documentary evidence provided proves that the relative or other person actually paid the tuition fees.

Schedule A, Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	Full refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500; and a full refund of the OSHC fee. Full Refund: OSHC fee.
Student withdraws their visa application on request from APIC.	Full refund: Tuition fees* for cancelled course/s Full refund: OSHC fee.
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: APIC will defer enrolment and provide new documentation for the next commencement date if application for change of course start date is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No refund of unspent tuition and materials fee for current course and any subsequent package course for which fees have been pre-paid. No refund: OSHC fee.

* Tuition fees OR CoE security deposit plus enrolment and materials fee for the cancelled course/s minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.

Schedule B. Provider Default: APIC Fails to Start the Agreed Course or is Unable to Deliver it in Full

Situation	Refund
APIC cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus
APIC cancels the agreed course but offers an alternative equivalent course at no extra cost to the student. Student chooses to accept the offer of the alternative course.	No Refund: Student issued LoO for the alternative course. The pre-paid tuition fees will be fully refunded and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
APIC cancels the agreed course but offers an equivalent alternative course at no extra cost to the student. Student rejects offer. Student chooses to pursue an alternative course with another provider.	Full Refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500; and a full refund of the OSHC fee. Full Refund: OSHC fee.

Schedule C, Student Default: Course Withdrawal/Release Package Program Courses

Situation	Refund
Cancellation/withdrawal before or after the commencement date of a course which is part of a package program.	No Refund: Paid course tuition and non-tuition fees for the course withdrawn from and any subsequent package courses. Full Refund: OSHC fee if withdrawal is before course commencement date. No Refund: OSHC fee if withdrawal is after course commencement date.

Cancellation of CoE and reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (unsatisfactory attendance, unsatisfactory academic progress, non-payment of fees, etc.)	No Refund: Paid course tuition and non-tuition fees for the course withdrawn from and any subsequent package courses. No Refund: OSHC fee.
Cancellation/withdrawal due to demonstrated compassionate and compelling circumstances, and approved by APIC.	Full Refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500.; and a full refund of the OHSC fee (if withdrawal is before course start date): Tuition fees * Part Refund: Unspent tuition fees for current course at time of withdrawal if withdrawal is after course commencement date. Full Refund: OSHC fee if withdrawal is before course commencement date.
Schedule D, Student Default: Course Withdrawal/Release Non-Package Courses	
Situation	Refund
Cancellation/withdrawal more than 8 weeks (56 days) before the commencement date for a non-package course CoE.	Full refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500; and a full refund of the OHSC fee.
Cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks before the commencement date for a non-package course CoE.	75% refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course fees received before the default date or \$500. Full refund: Materials fee and OSHC fee.
Cancellation/withdrawal more than 2 weeks (14 days) but less than 4 weeks before the commencement date for a non-package course CoE.	50% refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.
Cancellation/Withdrawal less than 2 weeks (14 days) before initial course start date or after the official course commencement date.	No refund: Tuition fees OR CoE security deposit & materials Fee Full refund: OSHC fee if cancellation is before official commencement date. No refund: OSHC fee if cancellation is after official commencement date.
Cancellation of CoE and reporting for breach of student visa conditions, conditions of enrolment and/or National Code Standards (unsatisfactory attendance, unsatisfactory academic progress, non-payment of fees, etc.)	No refund: Tuition fees OR CoE security deposit & materials fee. No refund: OSHC fee.
Cancellation/withdrawal due to demonstrated compassionate and/or compelling circumstances.	Full refund of course tuition fees or CoE security deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of course Fees received before the default date or \$500.; and a full refund of the OHSC fee (if withdrawal is before course start date): Tuition fees *. Part refund (if withdrawal is after course commencement date): Unspent Tuition Fees for course at time of withdrawal. Full refund: OSHC fee if withdrawal is before course commencement date. No refund: OSHC fee if withdrawal is after course commencement date.
* Tuition fees OR CoE security deposit plus enrolment and materials fee for the cancelled course/s minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.	

Schedule E - Accommodation Issues	
Situation	Refund
Cancellation more than 2 weeks (10 working days) before student's arrival date.	Full refund: Pre-paid rent for Homestay and CozyStay.
Cancellation from 2 days (48 hours) to 2 weeks before student's arrival date.	Part refund: Homestay forfeits Placement Fee and 2 weeks Rent. Part refund: CozyStay: forfeits \$350.00.
Cancellation less than 48 hours before or after student's arrival date.	No Refund.
* Tuition fees OR CoE security deposit plus enrolment and materials fee for the cancelled course/s minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.	

Compassionate and Compelling Circumstances

Compassionate and Compelling Circumstances are situations which are generally beyond the control of the student and which have an adverse impact on the student's capacity and/or ability to: commence their course on the scheduled start date, but within two weeks of that date; or to attend scheduled classes for a significant period of time during the enrolment period.

Such circumstances include, but are not limited to: Inability to begin studying at the scheduled date due to the late issue of a student's visa and consequent delay in travel to Australia; serious illness or injury, where a verified medical certificate states that the student was unable to attend on the commencement date and/or for a significant time through the course; bereavement of close family members such as parents, siblings or grandparents (where possible a death certificate should be provided); the student recently giving birth or a student's partner recently giving birth, thus preventing commencement on the published start date or attendance for some time through the course (with supporting documentation); major political upheaval or natural disaster in the home country preventing their departure for Australia, or requiring their emergency travel to their home country; and a traumatic experience.

Evidence

All applications for special leave must be supported by documentary evidence which will vary with regard to the specific circumstances, but could include: relevant DIBP visa documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on a student's area of residence; a relevant medical, Death or birth Certificate; a police incident report; a social worker's report; and/or a psychologist's report.

Certificates not written in English must be translated into English by approved NAATI translators.

Section 9: Operative Provision

The operative part of this Agreement specifies the terms and conditions including the attached schedules and other information which shall govern the relationship between the parties till completion of the specified award course by the Student.

I, hereby give my consent to Asia Pacific International College to collect and maintain my personal data for academic management purposes as required. Further, the College is authorised to share my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa with the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

I have also provided the college with details of financial status or employment records for educational purposes and I authorize my financial institution and/or employment reference to disclose details to the college to confirm the authenticity of my application.

I understand the College will not otherwise disclose my personal records to third parties without my written consent.

Section 10: Declaration

I, , hereby declare that I have accessed the [policy](#) section of the College website at www.apicollege.edu.au

I have read thoroughly and agree to abide by the following policies and regulations:

- a. [Attendance Policy](#)
- b. [Academic Integrity Policy](#)
- c. [Student Grievance and Appeals Policy](#)
- d. [Privacy Policy](#)
- e. [Equity and Diversity Policy](#)
- f. [Student Non-Academic Misconduct Policy](#)
- g. [Student Code of Conduct](#)

I understand that the procedures for lodging complaints and grievances are included in the above documents and I shall follow the above procedures throughout my studies at the College.

Section 11: Termination of Agreement

11.1 I understand and agree that the College may terminate this Agreement upon 7 days' written notice if I fail to comply with all the terms of the Agreement.

11.2 I may terminate this Agreement upon 7 days' written notice to the College, but my right to any refund of fees will be determined in accordance with the College's Refund for International Student Procedure.

Section 12: Offer and Acceptance Authorization

Asia Pacific International College

This International Student Offer and Acceptance Agreement, has been issued based on the information provided by the student at time of application. The College reserves the right to withdraw an offer if the information provided proves to be fraudulent in any way.

Yours sincerely,



Clive Smallman
President and Principal Executive Officer

Date: Thursday, 28 April 2016

Student

I acknowledge that I have read and understood this Agreement and hereby accept the offer made by the College and agree to be bound by this Agreement.

Signature of Student: _____ Date: DD/MM/YYYY

Name of Student: _____ Student Name

Student Reference/ID Number: _____ Student Number

Course Name: _____ XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Course CRICOS Code: _____ XXXXXXXX

Start Date: _____ XX/XX/XXXX

Student's current location: Offshore or Onshore

You must return this form with evidence of your payment.

Section 13: Submit this agreement

IN PERSON

Asia Pacific International College
55 Regent St
Chippendale, New South Wales 2000,
Australia
Phone: +61 2 9698 5206

BY MAIL

Asia Pacific International College
55 Regent St
Chippendale, New South Wales 2000,
Australia
Phone: +61 2 9698 5206

SCAN AND EMAIL

admission@apicollege.edu.au

Please keep a copy of the signed agreement for your own records and return the completed signed Agreement (all pages) to the College.

Section 14: Checklist

The following check list has been prepared to assist you in completing the admission requirements. You can use this list to check and ensure that you have read and understood all aspects of the admission process and enclosed all required documentation to finalise your admission and enrolment.

<input type="checkbox"/>	Have you read and understood the course requirements, contents and duration as per the Course Prospectus and the information published at: www.apicollege.edu.au ?
<input type="checkbox"/>	Have you read and understood the fees and charges payable in respect of your selected course and qualification?
<input type="checkbox"/>	Have you read the procedure for complaints and appeals as published online: www.apicollege.edu.au ?
<input type="checkbox"/>	Have you signed and enclosed a duplicate Letter of the Offer?
<input type="checkbox"/>	Have you enclosed an original or certified copy of your degree certificate together with its formal English translation if the originals are not in English?
<input type="checkbox"/>	Have you enclosed your English qualification where applicable?
<input type="checkbox"/>	Have you checked your name, address and particulars to ensure that all are correctly recorded in the letter of offer and other relevant documents?

TAX INVOICE

Issue Date: XX/XX/XXXX

Student Name
Student Address

Customer Number: XXXXXXXXXX
Offer No: XXXX

Course Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CRICOS Course Code: XXXXXXXX
Start Date: XX/XX/XXXX
End Date: XX/XX/XXXX
Period: XXXXXXXXXXXXXXXX

SUMMARY OF CHARGES

Fee Name	GST	Amount (Inc. GST)	Due Date
APIC Enrolment Fee	\$0.00	\$0.00	XX/XX/XXXX
Course (Payment 1)	\$0.00	\$0.00	XX/XX/XXXX
OSHC Fee \$0.00		\$0.00	XX/XX/XXXX
Total Fees		\$0.00	

Terms: To be paid within 7 days.

How to Pay



Billor Code: 203455
Cust Ref: 201600535

BPAY this payment via internet or phone banking.

BPAY View. View and Pay this bill using internet banking

BPAY View Registration No: Customer Reference number as show in the box above.



MAIL

Copy this invoice and return it together with your cheque. Cheques to be made to "Asia Pacific International College Pty Ltd".

BD BANK DEPOSIT

Account Name: Asia Pacific International College Pty Ltd
 SWIFT Code: HKBAAU2S
 BSB: 342-011
 Account Number: 523537-001
 Bank: HSBC Bank Australia Limited
 Branch: 28 Bridge Street, Sydney, NSW 2000

Reference: Please use your **Student Number** as the transaction reference. Upon receipt of fees, you will be issued with the College's Electronic Confirmation of Enrolment form and proof of payment of Health Insurance so that you can apply for a student visa. Further information regarding enrolment and orientation will also be sent to you at this time.