

## CONDITIONS OF ENROLMENT

ACS Distance Education operates a refund policy which is fair and equitable.

\*Notification of withdrawal from a course must be received in writing within 14 days of enrolment to qualify for a refund (less postage, handling and administration costs - minimum of \$100, more if overseas).

\*Deferments and Extensions: You may apply to the office manager in writing for a deferment or extension.

\*Disclaimer: Every attempt is made to ensure that information from the school is accurate, and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This releases the school and its staff from any liability, action and claims of whatever nature, whether directions given during the course are followed or not.

\*Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course.

### OVERSEAS FEE SCHEDULE – November 2009

COURSE	Fee Code	HOURS	Payment Plans			Surcharge
			Plan A	Plan B	Plan C	
(in Australian Dollars)						
Fee Level 1	S1	100	\$600	2 X \$330		+ \$100
Fee Level 2	S2	100	\$660	2 X \$360		+ \$100
Fee Level 3	S3	100	\$730	2 X \$400		+ \$100
Fee Level 4	S4	100	\$830	2 X \$460		+ \$100
Proficiency Award	PA	500	\$1650	2 x \$900	3 X \$660	+ \$200
Certificate	CT	600-700	\$2760	2 X \$1460	4 X \$780	+ \$200
Advanced Certificate	AC	700-900	\$3580	2 X \$1930	3 X \$1400	+ \$300
Associate Diploma	AS	1500	\$6170	2 X \$3340	3 X \$2380	+ \$400
Diploma	DI	2100	\$8290	3 X \$2980	6 X \$1620	+ \$500
Advanced Diploma	AD	2400	\$11130	3 X \$4000	6 X \$2160	+ \$600



#### OFFICE USE ONLY

Date Received  
 Payment Received:  
 \$.....  
 Chq ( ) Bank Transfer ( ) M.O ( )  
 AMEX ( ) Credit Card ( ) Cash ( )  
 Auth No.....  
 Course Package by.....  
 Course Sent.....  
 On Computer file.....  
 On Card File.....  
 Billed .....

ACN: 006 249 476  
 ABN : 69 424 798 419

**Examination Fees:** \$50 per exam

**Overseas Surcharge:**  
 \$100 per Short Course (\$100 paid on enrolment)  
 \$200 per Certificate or Proficiency Award (2 x \$100)  
 \$300 per Advanced Certificate (3 x \$100)  
 \$400 per Associate Diploma (2 x \$200)  
 \$500 per Diploma (5 x \$100)  
 \$600 per Advanced Diploma (3 x \$200 or 6 x \$100)

**NB: O'seas students** - If paying under a payment plan, divide the surcharge by the number of payments and add this to each course part payment until the full overseas surcharge is paid. (**\$100 min.payment**)

**Recognition for Prior Learning Submission - Minimum of \$91 for Certificates, \$137 for Diplomas.**

### ENROLMENT FORM

(PLEASE PRINT)

Surname: ..... First Names: .....

Address: .....

..... Post Code: ..... Country: .....

Phone: ( ) .....h/w .....

Fax: ( ) ..... E-mail: ..... D.O.B: .....

Occupation: ..... Sex: **M** or **F** (circle)

Employer: .....

Relevant Experience: .....

Previous Education: .....

Where did you first hear of the School? .....

**I WISH TO ENROL IN THE FOLLOWING:**

..... Course Code: ..... Fee Code: .....

Overseas Surcharge: AUD\$..... **PAYMENT IN AUSTRALIAN DOLLARS**

**Payment enclosed/authorised = AUD\$.....** (NB: Please include overseas surcharge).

I agree to complete payments for all stages received. Signed.....

For Payment by Credit Card: Please Debit my MasterCard/Visa/ AMEX (Delete which is not applicable.)

Name On Credit Card (please print): .....

Card Number: .....

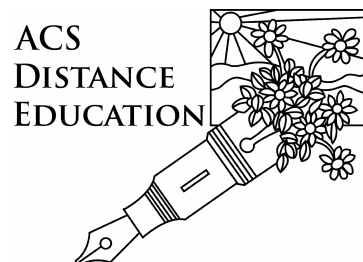
Card Verification Number (3 digits on back of card): .....

Expiry Date: ..... /..... **Signed:** .....

**SEND ENROLMENTS TO:** ACS DISTANCE EDUCATION  
 PO Box 2092, Nerang MDC, Queensland, 4211 Australia Fax: +61 7 5562 1099 or alternatively, to enrol online visit [www.acs.edu.au](http://www.acs.edu.au).  
 For more information telephone +61 7 5562 1088

## Terms and Conditions of Enrolment

Upon enrolling in a course with any school, a student is entering a legal agreement under common law, in which they agree to abide by the conditions of enrolment (including meeting stated payments), in exchange for the service offered by the institution in the delivery of the course.



ACS Distance Education operates a refund policy which is fair and equitable.

- Notification of withdrawal from a course must be received in writing within 14 days, in order to qualify for a full refund (less postage, handling and administration costs - minimum AUD\$100 per module, more for overseas students).
- Course Duration: Short Courses (ie: 60 to 120 hrs duration) should be completed within 12 months of enrolment. Certificates, Advanced Certificates and Diplomas (ie. Over 500 hours duration), should normally be completed within 3-5 years of enrolment.
- Additional fees may apply if a student requires an extended period to complete their course.
- Deferments and Extensions: If there is a valid reason, you may apply to the office manager in writing for a deferment or extension. If you have demonstrated some commitment to study we grant 6-12 month extensions without question. If you demonstrate exceptional circumstances, we will normally grant 6 to 12 month deferments, as necessary. Recommencement fees may apply
- Disclaimer: Every attempt is made to ensure all information from the school is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This will release the school from any liability, action and claims of whatsoever nature in connection with, or arising from any such information, instruction or advice, given by any student or ex-student, whether directions given during the course are followed or not.
- Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course, unless permission is sought and granted in writing by the principal.

## Payment Plan Options Explained...

### Short Courses (S1, S2, S3, S4)

You may pay in 2 parts: the first part when you enrol, the second part 60 days later.

### Certificates (CT)

Option 1: Pay each stage as you commence it.

Option 2: Each stage can be paid in 2 parts. 1st payment on commencement of stage 1 & 2nd payment 60 days later, 3rd payment on commencement of stage 2 & 4th payment 60 days later

### Other Qualifications (AC, PA, DI, AD)

Split fees into stages as per the fee schedule.

Each stage is to be paid when you commence that part of the course. The payable fee for each stage may increase, depending on how long you take to move onto the next stage.

Additional fees apply for Exams, Workshops, Research Projects and Recognition of Prior Learning submissions. Please see the Fees page on our website for more details or contact the school.

**WWW.ACS.EDU.AU**