



Sydney Metropolitan Institute of Technology Pty Ltd
Trading as SYDNEY MET College

2 – 4 Marmaduke Street | Burwood
NSW 2134 | AUSTRALIA

T: +61 2 9744 1356 | E: info@sydneymet.edu.au
W: www.sydneymet.edu.au

Provider ID PRV14280 | CRICOS Provider Code 03906M
ABN 60 607 943 500

LETTER OF OFFER AND STUDENT AGREEMENT

DD/MM/YYYY

Student Name:

Address

Re: Letter of Offer and Student Agreement

Dear [Student's First Name],

Thank you for choosing the Sydney Metropolitan Institute of Technology (SydneyMet) as your future place of study. This Letter of Offer is a result of your successful application to the College for admission into Bachelor of Business (Entrepreneurship).

I am pleased to issue this Letter of Offer to you under the terms and conditions outlined herein. Please read the letter carefully along with the information on the course outline and details of the study program.

We have also included information pertaining to study, services, refunds and other relevant information. Should you have any queries or wish to question any of the contents of this letter, please contact the College Contact Person names on the front of this letter at their email address or by phone.

A summary of your **offer details** are shown below and further details overleaf.

Student Name: XXXXXXXXXX

Date of Birth: XXXXXXXXXX

Student ID: XXXXXXXXXX

Course Name	Course Length	Course Start Date	Course End Date	Tuition fees for each trimester (AUD)	Total tuition fees (AUD)
Bachelor of Business (Entrepreneurship) Provider ID PRV 14280 CRICOS Code 03906M	3 years (or 2 years if studied 3 trimesters per year, with 4 Units in each trimester)	XXXX	XXXX	\$8,000* (\$2,000 per Unit x 4 Units per trimester)	\$48,000**

**International students must study fulltime and for this, they must pay tuition fees for at least 2 trimesters (\$16,000) in advance. For domestic students, the payment is based on a trimester basis.*

***This covers only tuition fees for your course at the College. It excludes enrolment fees, textbook costs, and costs for a range of items such as travel, living and accommodation etc.*

Conditions of this Offer (if any):

Campus Location:

Sydney Metropolitan Institute of Technology Pty Ltd
Trading as SydneyMet College
2 - 4 Marmaduke Street, Burwood, NSW 2134, Australia
Telephone: +61 2 9744 1356
Email: info@sydneymet.edu.au
ABN: 60607943500

To accept this offer you are required to undertake the following:

- Read through the content to verify that the details contained in this offer.
- Read and understand the terms and condition information for the course stated.
- Sign the Student Declaration and the Acceptance of the Letter of Offer and Written Agreement.
- Return the signed Student Declaration and the Acceptance/Written Agreement to Sydney Metropolitan Institute of Technology Pty Ltd within three weeks from the date of this offer.

In the event that you are not sure, or you do not agree with the information contained or you would like to make an adjustment to your offer, such as a different start date, please provide the details in writing to the Sydney Metropolitan Institute of Technology, we will consider your request and reissue the Letter of Offer with the revised information.

Thank you very much and we look forward to welcoming you to SydneyMet in the near future.

Yours sincerely,

[Signature]

[Staff Name]

[Staff Position]

SUMMARY OF OFFER & TERMS AND CONDITIONS	
STUDENT DETAILS	
Student Name	
Date of Birth (DD/MM/YYYY)	____/____/____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Country of Citizenship	
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De facto <input type="checkbox"/> Divorced <input type="checkbox"/> Other
Home Address	
Contact Number	
Email Address	
Address for Correspondence (if different from above)	
Passport Number	
Passport Issuing Authority	
Passport Issuance date (DD/MM/YYYY)	
Passport Expiry Date (DD/MM/YYYY)	
Student ID Number (if applicable)	
SUMMARY OF COURSE DETAILS	
Course Name	
Number of Units and Credits	
Orientation Date and Time at the College	
Course Start Date (DD/MM/YYYY)	
Length of the Course (weeks)	
Study Mode (Face to face/ blended/Full Time)	
EMERGENCY CONTACT	
Name	
Address	
Telephone	
Email	
Relationship	

Course Name	Course Length	Units to be completed	Course Start Date	Course Finish Date
Bachelor of Business (Entrepreneurship) Provider ID PRV 4280 CRICOS Code XXXX	3 years (or 2 years if studied three trimesters per year, with 4 Units in each trimester)	24	XXXX	XXXX
Campus Location: 2- 4 Marmaduke Street, Burwood, NSW 2134, Australia				
Conditions (if any):				

COURSE PRE-REQUISITES

In order to be accepted into the B. Bus (Entrepreneurship), students must meet the following three entry requirements:

- **Age:** must be over 18 years of age, AND
- **Qualification:** an ATAR of 60 for Year 12 level study, or equivalent; **OR** applicants having completed tertiary education qualification at AQF Level 5 (Diploma) or above, or equivalent, from an Australian University or other accredited higher education provider, or equivalent overseas qualification at the required level, **OR** applicants with vocational education and training (VET) study having completed vocational education qualification at AQF Level 4 (Certificate IV) or above, or equivalent, from a registered training organisation (RTO), equivalent overseas qualification at the required level, AND
- **English:** English Language Proficiency of IELTS 6.5 (minimum 6 in all bands) or equivalent.

OR,

- **Special Entry:** Special entry may be possible for applicants who do not meet the above qualification requirements, but demonstrate that they have suitable work experience to be able to undertake this degree. Suitable work experience for special entry means that the applicants must have at least 2 years' full time experience in a role involving significant business management and entrepreneurial tasks and responsibilities, within the last 5 years. Written evidence is required in the form of a statement of service or similar documents outlining the details of tasks performed. This evidence will be assessed case by case basis as part of the assessment process.

Applicants for special entry may need to complete written or numerical tasks to assist with assessing eligibility for admission.

The applicant for special entry must also be over 18 years of age, and English Language Proficiency of IELTS 6.5 (minimum 6 in all bands) or equivalent.

For further information on entry requirements and Special Entry applications, please contact the College for more information and application forms, or check College's website.

MODES OF STUDY AND WORK INTEGRATED LEARNING (WIL)

B. Bus (Entrepreneurship) course is delivered using face to face mode of delivery, but online learning is also employed.

There is a Work-Integrated Learning (WIL) component, made up of two compulsory Units, that is, WIL301 Work Integrated Learning – 1, and WIL311 Work Integrated learning – 2 (capstone), in the final year of study. WIL involves the student being placed in a work-place to undertake work-based training and learning. WIL is a purposeful, organised, supervised and assessed educational activity that integrates theoretical study with its application in the workplace.

FEES AND CHARGES

Tuition Fees are based on a normal full-time enrolment load which is usually four (4) Units per Trimester. The students Tuition Fee liability is based on the number of Units they are enrolled in. All figures are in Australian Dollars, payable to our Australian Bank Account.

Fee Type	Fees (AUD) as of 2021
Tuition fees per Unit	\$2,000
Total tuition fees for the course (x 24 Units)	\$48,000
Enrolment fee (non-refundable)	\$200
Note: Course fees remain unchanged for the duration of the CoE. These fees do not include course textbook, stationery, computer and other teaching materials that student may need to purchase as part of the study.	

This fee does not allow for textbooks, computer, stationery, living costs of accommodation, meals, transport etc. Textbooks, stationary and other incidental costs could amount to a further AUD\$300 per Unit.

ESTIMATED COSTS OF LIVING AND ACCOMODATION

Costs of living in Australia is estimated by the Australian government, which can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>. The accommodation costs are estimated to be as below:

Hostels and Guesthouses:	\$90 to \$150 per week
Shared Rental:	\$95 to \$215 per week
On campus:	\$110 to \$280 per week
Homestay:	\$235 to \$325 per week
Rental:	\$185 to \$440 per week
Boarding schools:	\$11,000 to \$22,000 a year

Costs of Living are estimated to be as below (as of October 2019);

For students or guardians:	\$21,041
For partners coming with you:	\$7,362
For a child coming with you:	\$3,152

OTHER COSTS

The table below shows additional costs involved if needed that you will need to take into account or consider when you are calculating the costs of studying.

Items	Costs (AUD)
Test or Assessment (per trimester)	\$150
RPL Application fee per Unit of study applied for	\$150

Student ID card replacement	\$10
Deferment of enrolment	\$200
Change of course pathways	\$200
Graduation fee	\$100
Qualification reissue fee	\$25
Qualification urgent processing fee	\$100
CoE Extension fee	\$80
Re-admission fee	\$100
Library late return fees	\$5 per day per item up to \$100
Library book replacement	Replacement cost
Airport pick up fee (if selected)	\$200

For other fees and charges, please refer to the Fees and Charges in the College website or ask the College administration.

PAYMENT

Tuition fees are payable as part of enrolment in the Units prior to the start of the Trimester. Fees are calculated based on the number of Units.

Options	Details
Bank Cheque	Made payable to Sydney Metropolitan Institute of Technology Pty Ltd
	Bank Details:
Direct deposit / Telegraphic Transfer	Account Name: Sydney Metropolitan Institute of Technology Pty Ltd BSB: 032060 Account Number: 484672 Bank Name: Westpac Bank Swift Code: WPACAU2S Reference: Student ID number stated on page 1 followed by student name

STUDENT NEEDS

The College endeavours to identify, assess and provide learning support to its students for all qualifications currently on its scope of registration. If you are requesting special support, please fill the appropriate box below:

Needs	Do you Require Support in this Area (YES/NO)?	Comments or Further Details
English Language		
Literacy and Numeracy		
Physical Ability		
Cultural Issues		
Intellectual Ability		
Airport Pick-Up		
Accommodation		
Other (Please Specify)		

AGREEMENT TERMS AND CONDITIONS

While enrolled as an overseas student with the Sydney Metropolitan Institute of Technology (SydneyMet), it is your obligation to tell us in writing of a change of address and contact details.

You must notify the Institute of any change to your address, email and phone number within seven (7) days.

APPEAL FOR ACADEMIC MATTERS

Students dissatisfied with an activity or decision of a member of the academic staff can voice their concerns to the staff member concerned and, if appropriate, appeal via the college Appeals and Grievances Policy and Procedures. If the matter is one of general concern students should talk first with the staff member as a group of students. Matters which may cause concern could include the quality of teaching and learning, apparent prejudice, partiality in assessment or a heavy workload.

APPEAL AND GRIEVANCE PROCEDURES

Students have access to a grievance and appeal procedure if they feel they have been unjustly treated or have a serious complaint – this involves disputes relating to assessments and all other kinds of disputes. All complaints are treated as confidential and are handled by College's Quality System Manager. The following procedures are applied:

- Students are able to lodge a complaint using the "Student Complaints, Grievances and Compliments Form". Forms are available at reception, on the College's Moodle site and on the College web site.
- Completed forms can be lodged by the student by placing it in the Student Complaints Box at reception. Alternatively, complaints can be made by the student in person by making an appointment to meet with the Quality Systems Manager or by emailing the complaint directly to them.
- Student Complaints Box is emptied once a week by the Quality Systems Manager. The Quality Systems Manager is an independent, trusted individual who will not divulge complaints or the complainant's name to a third party outside of the staff involved in the complaints process.
- The Quality Systems Manager will investigate the complaint and may ask for more information from the student, while at all times maintaining the confidentiality of the student interaction.
- At any relevant meetings between the College and the student during the Complaint or Appeal process, the student has the right to be accompanied and assisted by a support person of their choice.
- Receipt of the grievance will be acknowledged in writing. The Quality Systems Manager will provide a response to the complaint within four (4) weeks of the complaint being lodged and, where suitable; will provide proposed solutions to the complaint. If no solution can be found pertaining to the specific issue reported by the student, an interim monitoring regime will be proposed by the Quality Systems Manager for purposes of reviewing the issue for a pre-agreed period of time.
- If a student is not satisfied with the result of an investigation of complaint, they may lodge an appeal against the result of the complaint investigation. The appeal can be lodged using an "Appeal against Complaint Investigation Outcome Form" collected from the same repositories as those for Complaints, Grievances and Compliments Form (at reception, on the Moodle and on the College web site) and hand delivered or emailed to Dean for the relevant qualification.
- The Dean, in consultation with the nominated committee/s of the Academic Board and/or other stakeholders, not directly involved in the complaint, will provide a response and a decision regarding the student's appeal within four (4) weeks of the date of lodging the appeal and in writing.
- If the result of findings of the Dean is still unacceptable to the complaining student, a Dispute Resolution Meeting (DRM) will be held between the student, the Dean and the Principle Executive Officer to resolve the issue. The results of that meeting will be treated as binding on the parties.

INTERNAL APPEAL

If a complainant is dissatisfied with the outcome, they may lodge an appeal with the College's Internal Ombudsman who is independent to the College's decision maker.

The Internal Ombudsman will consult with the complainant and other relevant parties within ten (5)

working days. Where possible such consultations should take the form of face-to-face interviews. The complainant or the respondent may ask another person to accompany them to these interviews.

Following the consultation, the Internal Ombudsman will provide a written report to the complainant advising the further steps taken to address the issue, including the reasons for the decision, within ten (5) working days. The report will also advise the complainant of their right to access the external appeals process if they are not satisfied with the outcome of their internal appeal.

The student has other avenues of appeal available to them outside of the College as mentioned below.

EXTERNAL APPEAL

DOMESTIC STUDENTS

If the student making the complaint is not satisfied with the outcome of their appeal with Internal Ombudsman, they may seek independent mediation or arbitration through the Resolution Institute. The student can contact the Resolution Institute directly as follows:

Address:	Level 1, 13-15 Bridge Street, Sydney NSW 2000
Phone:	02 9251 3366
Freecall:	1800 651 650
Fax:	02 9251 3733
Email:	leadr@leadr.info
Website:	https://www.resolution.institute

The costs of such an external appeal will be fully covered by the College (SydneyMet).

INTERNATIONAL STUDENTS

For *academic matters*, international students may access the Resolution Institute in the same way as domestic students (see above). For *non-academic matters*, if an international student making complaint is dissatisfied with the outcome of their appeal with the Internal Ombudsman then they may lodge an external appeal by contacting the Commonwealth Ombudsman.

The Commonwealth Ombudsman offers a free and independent service for international students who have a complaint or want to lodge an external appeal about a decision made by their provider. For more information, please to the following contact details of the Commonwealth Ombudsman:

<https://www.ombudsman.gov.au/How-we-can-help/overseas-students>
Phone - 1300 362 072

SydneyMet agrees to be bound by any recommendations from the *Commonwealth Ombudsman* and the PEO will ensure that any recommendations made are implemented immediately on receipt of such recommendations.

Complaints or grievances related to academic merits are not dealt by Commonwealth Ombudsman.

SEXUAL HARASSMENT AND/OR RACISM

Sexual harassment is any form of sexual behaviour that is unwelcome, uninvited and unwarranted. This may include touching, sexual suggestions, offensive remarks or messages or displays of sexually offensive material.

Racism may involve prejudice, the holding of negative attitudes about others due to a person's race, descent or national origin. It may involve discrimination, the negative differential treatment of individuals or groups on the same bases or other actions that may reasonably be deemed as racism.

Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Student Services Officer, who will then decide how to deal with the matter. This may involve informing the appropriate head or convening face to face meetings with the claimant and the respondent to assist conciliation. If the complaint is about a staff member of the Institute students should directly contact the appropriate head or Student Services staff.

If the complaint is serious, the head may establish a formal inquiry and/or refer the matter to external authorities. Following the report produced by such an inquiry, the head may decide that the code of conduct has been grossly breached and recommend that a student's enrolment be terminated or the staff member's employment is re-considered or even terminated. In both cases, individuals will be afforded natural justice.

REFUNDS AND OTHER CONDITIONS

Under Standard 7 of the National Code 2007, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six (6) months of the principal course of study.

In the unlikely event that the college is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two (2) weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the college at no cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If the college is unable to provide a refund or place you in an alternative course the Tuition Protection Scheme (TPS) will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the TPS Director. For more information visit the official TPS website on www.tps.gov.au or call 02 6271 3440.

To apply for a refund – a Refund Application Form or Agent Refund Application Form (if applying through an agent) – must be completed. You can obtain a Refund Application Form from the College's reception desk, or from our Website under the Fees and Refund link. The completed form must be submitted to the Student Services Officer at admin@sydneyet.com.au, or submit a completed form in hard copy at the College's reception.

The table below illustrates the refund reasons and refund amounts that explain how the college applies refunds to international students in compliance with the Education Services for Overseas Students Act (ESOS Act) and the requirements of Standard 3 of the National Code. The refund policy does not remove the right to take further action under Australia's consumer protection laws.

Reasons for Refund of Course Fees Paid	Refund Payable
If your visa application is rejected by the Australian Department of Home Affairs, and you have not yet commenced the course, you will need to attach proof of this in the form of the letter of rejection and contact the institute to notify them of this prior to Visa application unsuccessful (proof required as above), but student has commenced studies the course commencing	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees, is NOT refundable.
Visa application delayed by circumstances beyond the student's control, thus not enabling the student to begin the course on time. This requires documented evidence.	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
The student does not meet the	100% of the fees are refundable and payable

Minimum Entry Requirements or other conditions set out in the Letter of Offer	to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Student default as defined in the Act	Refund according to the Act refund calculations
Student provides misleading or false information	Refund according to calculations in the Act. The result of the misleading information needs to be noted. For example, whether the misleading (or false) information may lead to a visa rejection or may lead to an institute refusing the student enrolment. The refund could range from 100% minus \$250 of administration fees to 100% minus \$250 minus spent monies through attendance of course.
Withdrawal from the course prior to commencement (10 weeks or more prior to the starting date of the course) (70 or more calendar days)	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Student or intending student default	Refund according to calculations in the Act ("Calculation of Refund Specification 2014") and the "Act". The refund could range from 100% minus \$250 of administration fees to 100% minus \$250 minus spent monies through attendance of course.
Withdrawal from the course prior to commencement (between 4 and 10 weeks prior to the starting date of the course) (29 to 69 calendar days)	75% of the fees are refundable and payable within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Provider default	Refund according to the Act and its calculations and generally 100% of unused fees
Withdrawal from the course prior to commencement (less than 4 weeks prior to the starting date of the course) (1 to 28 calendar days)	50% of the fees are refundable and payable within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Withdrawal on or after the course start date where visa granted to the student	No refund
Breach of student visa conditions, visa cancellation or failure to comply with enrolment conditions	No refund for courses undertaken
Withdrawal by the student from an English Language Course provided by the institute after accepting the offer of admission, but before enrolment.	100% refund minus an administration fee of \$250.
Withdrawal by the student from an English Language Course provided by the college after enrolment, but before the census date	100% refund minus an administration fee of \$250.
Withdrawal by the student from an English Language Course offered by the college after the census date	An administration fee of \$250 will be charged to the student. A refund of any remaining weeks of tuition paid for, but not studied will be made to the student.

Withdrawal by the student from an English Language Course offered by the college at any time due to compassionate or compelling reasons outside the control of the student, supported by written evidence and as determined by the college	An administration fee of \$250 will be charged to the student. A refund of any remaining weeks of tuition paid for, but not studied will be made to the student if the circumstance is deemed by the college as compassionate or compelling.
Special circumstances where the student is not able to travel to Australia, not due to a visa rejection, but due to compelling or compassionate reasons outside the control of the student, supported by written evidence and as determined by the college	100% refund
Student visa is rejected to attend an English Language Course provided by the college	100% refund
If the college is unable to run the course for any reason	100% refund
Change of visa sub-class to permanent resident	Pro-rata refund based on number of weeks studied
Late arrival to a course and student has been granted a visa	No refund
Student expelled from the college for breaching college policies and has started and is completing a course	No refund
Accommodation or home stay fee (if booked via the college)	A placement fee (booking fee) is not refundable. Any bond amount agreed in your contract is not refundable, but all other fees prepaid by the student are refundable. In special circumstances outside the control of the student, the bond fee may also be refunded subject to college determination, if booked through the college.
Airport pickup	In the event of a student being refused a visa, any prepaid airport pick up fees will be 100% refunded to the student if those services were organised by the college and where fees are applicable and have been paid by the student. In other cases, an administration fee of \$30 will not be refunded to the student and the remaining prepaid amount for airport pick up will be refunded to the student.

This policy and procedure is based on the assumption that all fees are paid. If tuition fees are overdue or a payment plan has been authorised by the college at the time of cancellation, a student may be liable for fees not yet paid.

STUDENT RIGHTS UNDER AUSTRALIAN LAW

This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

For further information regarding the college refund policy, students can contact Student Services.

WITHDRAWAL FROM COMMENCED COURSE

In the event the student intends to transfer their study to another provider or terminate their study; twenty eight (28) days' notice (by appropriate form) is required before the commencement date of the next term. If notice is given less than twenty eight (28) days of the commencement date, the student

or an agent or parents, have the obligation to pay the following term's fees according to the instalment indicated on the receipt.

To give notice the Termination of Studies Form or Student Transfer Application Form must be completed to notify the college of the termination of your study. The forms are available at the office in the Main Campus building.

COURSE PROGRESS AND INTERVENTION

The College takes student progress seriously given its central role in ensuring students achieve consistent progress in their study. Course Progress is assessed using the final results for all Units studied to date and progress in Units in which the student is currently enrolled. Satisfactory course progress is achieved when a student meets the following minimum academic requirements:

- not fail 50% or more of the Units attempted in two consecutive trimesters, and/ or
- no more than two failed attempts at a particular Unit.

A student is identified as a student at risk if the student fails to demonstrate satisfactory course progress as described above, regardless of the reasons. The Intervention Strategy starts when students are identified at risk.

STUDENT ATTENDANCE

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be four (4) units of study per term. It is also a condition that the attendance is at least 80% of the scheduled classes.

SCHOOL-AGED DEPENDANTS

All prospective students should be aware that if they have any school-aged dependents coming to Australia with them, they will be required to pay full fees if they are enrolled in either a government or non-governmental schools.

ESOS LEGISLATION

The ESOS framework includes the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. All prospective students should be aware of the ESOS framework. For a detailed description please visit the following web site:

<https://internationaleducation.gov.au/RegulatoryInformation/Pages/Regulatoryinformation.aspx>

PRIVACY POLICY

The college will not disclose any information that we gather about our clients to any third party as per the 'Information Privacy Principles' in Section 14 of the Privacy Act 1988 (Commonwealth). This Act imposes obligations on private education providers in the collection, storage, use and disclosure of personal information.

We are obliged to tell the client (Student) the purpose of collecting personal information, who receives this information and where it is held. We must also provide ongoing rights to access this information about the individual and make corrections, where necessary. We are also obliged to protect and maintain accurate personal and private information and to not disclose it without the knowledge and approval of the individual concerned. The information the college collects will only be necessary for the purposes of course enrolment, learning and study records.

No client information is shared with another organisation. If client information is required by a third party, we will obtain written consent from the relevant individual prior to release of any information or subject to the law.

Should a client seek access to their information we have a documented procedure requiring authorisation before this can occur.

However, a student's personal information provided to the college may be made available to Commonwealth and/or State departments or agencies or as required by law, as well as the Tuition Protection Scheme (TPS) Director, pursuant to obligations under the ESOS (Education Services for Overseas Students) Act 2000, the National Code or other regulations as pertinent at the time.

Confidential files of a student may include documents such as Current enrolment status, Progress reports, Assessment records and Outstanding fees

You are able to access your personal files by request to Student Services by showing your student card and filling the Student File Access Request Form.

STUDENT DECLARATION

- I am aware of the extent of the tuition and living costs associated with studying in the course program at the college and I am prepared to meet these costs.
- I have read, understood and agree to abide by the conditions of enrolment including what is stated in the Student Handbook. As a student I shall ask questions if any matter relating to my enrolment is not clear. Also, I have read and understood my responsibilities regarding health cover, visa/s and ESOS rights and responsibilities.
- I accept that the college will determine the grades that I achieve in the course. I hereby allow the college full access to my academic results that I obtain.
- I understand that my personal information, including my personal and contact details, enrolment details and changes to these, and the circumstance of any suspected breach of my student visa conditions, may be shared between the college and the relevant Australian or state government department/s.
- I understand that I must apply for Overseas Student Health Cover (OHSC). I understand that I must study full time while on a Student Visa.
- I understand that I must abide by my Student Visa conditions at all times.
- I understand that I must attend classes and any other formal learning activities such that I can reasonably complete my studies
- I attach a copy of the bank receipt or transaction receipt as evidence of payment of college fees.
- I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment. I recognise that it is my responsibility to provide all necessary documentation to support this application process.
- I authorise the college to obtain further information where necessary.
- If I am admitted to the course, I agree to abide by this application and other rules and conditions of the program.
- I understand and acknowledge that the college cannot issue any AQF endorsed qualification or statement of attainment (this only applies to Vocational Courses where the college issues those qualifications) until I have supplied them with my Unique Student Identifier (USI), as per the Student Identifiers Act (2014). To this end I permit the college to apply for a USI on my behalf,

once I have validated and confirmed my relevant personal information, if I have not already been allocated a USI at the time of my enrolment with the college in the event that the college is offering me a Vocational Qualification.

- I understand that I am obliged to notify the college of any change of address and contact details that includes mobile numbers and email while I am enrolled in the course within seven (7) days.
- I have read, understood and agree to abide by the conditions of this agreement as outlined above and acknowledge and understand the college's Refund Policy.

Student Name	
Date	
Signature	

Please contact the College if you need further information:

Sydney Metropolitan Institute of Technology Pty Ltd
2 - 4 Marmaduke Street, Burwood
NSW 2134, AUSTRALIA
Email: info@sydneymet.edu.au
Telephone: +61 2 9744 1356

STUDENT ACCEPTANCE OF THE LETTER OF OFFER/WRITTEN AGREEMENT

- I accept this course offer made by Sydney Metropolitan Institute of Technology Pty Ltd and agree to the course and fee terms and conditions contained in it.
- I have read, understood, signed and enclosed the student declaration along with this acceptance.
- I acknowledge the information about me contained in it is correct and accurate.
- I have read and understood the information about the course including start and end date and orientation.
- I understand once the signed Letter of Offer/Written Agreement have been submitted, the Sydney Metropolitan Institute of Technology Pty Ltd will issue an invoice for the payment as stated in the Course Fees Breakdown.
- I understand that when the Sydney Metropolitan Institute of Technology Pty Ltd receives the first instalment payment, notification of an official Confirmation of Enrolment (eCoE) will be sent electronically directly to me or my nominated representative as well as a receipt for money paid.

Applicant Name

Applicant SignatureDate / /.....

Witness (can be an agent) Name.....

Address

Witness Signature.....Date / /.....

PROVIDER ACCEPTANCE

Accepted by Sydney Metropolitan Institute of Technology Pty Ltd

Name of the authorised staff

Signed Date / /.....

CONTACT DETAILS

Sydney Metropolitan Institute of Technology Pty Ltd
2-4 Marmaduke St, Burwood
NSW 2134, AUSTRALIA
Ph: +61 2 9744 1356
Email: info@sydneymet.edu.au

Please return the completed acceptance along with the signed declaration to the above address.

OFFICE USE ONLY			
Data Received		Application ID	
Further Communication if any			
Staff Name and Signature		Date	___/___/___