



## **Student/Applicant Agreement**

**This Student/Applicant Agreement (“Agreement”) is made and entered into on [Date] by and between:**

**Certified Australia Group Pty Ltd**

**Address:** 3/1236 Canterbury Road, Roselands, NSW 2196

**ABN:** 67 651 713 549

(hereinafter referred to as **Certified Australia Group Pty Ltd** or the “Agency”)

**Student/Applicant:**

[Full Name of Student/Applicant]

[Address of Student/Applicant]

[City, State, ZIP Code]

(hereinafter referred to as the “Student/Applicant”)

**1. Purpose**

The purpose of this Agreement is to outline the roles, responsibilities, and terms under which **Certified Australia Group Pty Ltd** assists the Student/Applicant with their RPL application process to obtain certification through our trusted partners.

**2. Scope of Services**

**Certified Australia Group Pty Ltd** will provide the following services:

- Assess and review the Student/Applicant’s prior learning, experience, and qualifications.
- Assist in compiling and submitting the necessary documentation for the RPL application.
- Liaise with our accredited partners who will evaluate and issue the relevant certification.
- Provide guidance and support throughout the entire RPL application process to ensure a smooth and efficient experience.

**3. Student/Applicant Responsibilities**

The Student/Applicant agrees to:

- Provide accurate and complete information regarding their prior learning, work experience, and other relevant qualifications.
- Submit all required documents and materials as requested by **Certified Australia Group Pty Ltd** in a timely manner.
- Comply with any additional requests for information or clarification from the Agency or our certification partners.
- Acknowledge that the final certification decision rests with the Agency’s partners and not with **Certified Australia Group Pty Ltd**.

**4. Information Sharing and Consent**

The Student/Applicant agrees that **Certified Australia Group Pty Ltd** may share their personal and educational information with our partners for the sole purpose of evaluating the RPL application and facilitating the certification process. All information will be handled in compliance with privacy laws and regulations.

## 5. Confidentiality

Both parties agree to keep any information shared during this process confidential. **Certified Australia Group Pty Ltd** will ensure that all employees and partners handling the Student/Applicant's information are bound by confidentiality obligations.

## 6. Fees and Payment

The Student/Applicant agrees to pay a service fee in accordance with the price list provided by **Certified Australia Group Pty Ltd**. This fee is non-refundable and does not guarantee certification but covers the assessment, documentation support, and coordination services provided by the Agency.

## 7. No Guarantees

The Student/Applicant acknowledges that **Certified Australia Group Pty Ltd** acts solely as a facilitator for the RPL process and does not guarantee the outcome of the certification, as it is subject to the assessment and approval of the Agency's certification partners.

## 8. Termination

Either party may terminate this Agreement with [number of days, e.g., 14 days] written notice. In the event of termination by the Student/Applicant, no refund of the service fee will be issued.

## 9. Limitation of Liability

**Certified Australia Group Pty Ltd** will not be held liable for any direct or indirect damages or losses resulting from the certification decision made by the partners or any delays or issues arising beyond the Agency's control.

## 10. Governing Law

This Agreement shall be governed by the laws of [State/Territory], Australia.

## 11. Entire Agreement

This Agreement represents the entire understanding between **Certified Australia Group Pty Ltd** and the Student/Applicant regarding the RPL assistance services. Any amendments must be made in writing and signed by both parties.

## 12. Acknowledgement

By signing below, both parties acknowledge that they have read, understood, and agree to the terms set forth in this Agreement.

## Signatures

### Certified Australia Group Pty Ltd Representative:

[Authorized Representative Name]

[Title]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student/Applicant:

[Full Name of Student/Applicant]

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_