



TERMS AND CONDITIONS:

1. All offer letters remains provisional until all requirements have been met.
2. I understand that successful completion the professional year program does not guarantee permanent residency status in Australia.
3. I acknowledge that ATMC has not provided me with any migration advice.
4. I understand that the professional year program consists of two face to face units followed by an internship over a minimum period of 44 weeks.

The in-class component is composed of 250 hours of face to face instruction, comprised of:

- a) Communication and Performance in the Australian Workplace.
- b) Entry and Advancement in the Australian Workplace.

The internship is 250 hours of work experience over 12 weeks which aims to provide an opportunity for the participants to develop professional skills specific to the Australian workplace and business environment.

5. I understand that no Recognition of Prior Learning (RPL) is permitted within this program.
6. I understand that I need to have a valid visa for the full duration of the course to undertake the professional year program. I acknowledge that I am wholly responsible for all matters concerning my visa and will not hold ATMC liable for any matters relating to this.
7. I understand that I may be refused enrolment if I do not meet the admission criteria.
8. I understand that any variation in the enrolment must be in writing and signed on behalf of ATMC.
9. Students will not be allowed to commence or continue the course until all outstanding fees have been paid.
10. I agree that ATMC will debit the required fee directly if the relevant option is selected in this Application form. The applicant agrees that ATMC will count the direct debit dates from the commencement date. Any delay in payments may result in additional administrative costs.
11. I will advise ATMC of any changes to my details including visa status and contact details within 14 days of such change.
12. I understand that I am expected to attend 100% of classes and must complete all the assessments associated with the program. Any class absence due to illness must be supported by a valid medical certificate. Any class absence (whether medical or otherwise) will lead to an extension of the duration of the program and will result in additional fees. Please refer to student handbook for further details.
13. I understand that leave is not permitted during the program. In case of emergency, I must put a request in writing with supporting documents to the program coordinator and it will be assessed on a case by case basis. I understand that leave approval may lead pre-payment of course fee, deferral fee and delays in graduation.
14. I understand that if I will be deferring the program, I will be liable to pay up to 50% of the fee before proceeding.

Student Initials: _____

ATMC Professional Year Terms & Conditions & Evaluation Form



15. I understand that I will be required to reschedule the courses in case of failure and it will lead to delays in graduation.

16. I understand that if my behaviour is deemed unacceptable by ATMC, including but not limited to breaches of the student code of conduct or acts of plagiarism, my enrolment may be cancelled and I agree that I will not be entitled to a refund of any fee or other charges paid under these terms and conditions.

17. I understand that I will need to attend an interview with a host company. I understand that I will need to attend interviews for these positions; that Host Companies will be selected at the discretion of ATMC and that an offer of internship position is at the discretion of the Host Company.

18. I understand that I am required to attend organized activities as part of the program including internship. I agree to satisfy all the internship requirements set by ATMC and the host company. I understand that I must adhere to the conditions set out within the training agreement including but not limited to successful completion of the internship, appropriate attendance and performance during the internship.

Terms & Conditions specific to SMIPA Students	Terms & Conditions specific to ACS PY students
<p>19. I acknowledge that it is the DIBP's, The Professional Accounting Bodies' and ATMC's stern recommendation that students enrolling into the SMIPA Professional Year course, do so whilst in possession of a positive skills assessment. Further to the above, I acknowledge that should I choose to enrol into the Professional year program without a positive skills assessment, that I do so of my own volition and will not hold ATMC accountable for any repercussions whatsoever that may arise thus.</p> <p>20. I understand and acknowledge the below refund policy:</p> <p>A. Student will be refunded full prepaid fee:</p> <ul style="list-style-type: none"> • If student's enrolment is refused by ATMC. • In an unlikely event where ATMC is unable to provide the program. <p>B. If a student applies for the course but withdraws their application prior to commencement, \$400 will be non-refundable.</p> <p>C. If a student withdraws from studies after commencement but prior to completion of the first 10 weeks of the program, \$2500 will be Non-Refundable. Any outstanding payment will be debited upon withdrawal, if student has opted for direct debit - monthly instalments will continue until the above sum is settled.</p> <p>D. If a student withdraws from studies after 10 weeks of being enrolled in the course, the</p>	<p>19. I understand and acknowledge the below refund policy:</p> <p>A. Student will be refunded full prepaid fee:</p> <ul style="list-style-type: none"> • If student's enrolment is refused by ATMC. • In an unlikely event where ATMC is unable to provide the program. <p>B. If a student applies for the course but withdraws their application prior to commencement, \$400 will be non-refundable.</p> <p>C. If a student withdraws from studies after commencement but prior to completion of the first 10 weeks of the program, \$6,300 will be Non-Refundable. Any outstanding payment will be debited upon withdrawal, if student has opted for direct debit - monthly instalments will continue until the above sum is settled.</p> <p>D. If a student withdraws from studies after 10 weeks of being enrolled in the course, the student is liable to pay full fee/all remaining instalments. Any outstanding payment will be debited upon withdrawal, if student has opted for direct debit - monthly instalments will continue until the above sum is settled.</p>

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SMIPA STUDENT Date: Name: Signature:	ACS STUDENT Date: Name: Signature:

PRIVACY STATEMENT:

The information collected in this form is for processing your application to Australian Technical and Management College (ATMC). The information will be held by the College in accordance with its Information Privacy Policy and maybe accessed and used by people employed/engaged by the College. The information may be made available to government departments and agencies in relation to the College's obligations under law. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Information Privacy Policy.

Student Initials: _____