

STUDENT WRITTEN AGREEMENT

Students are to complete the following 'student enrolment Agreement and return to MAIT. No Enrolment will be processed unless this form is received by MAIT.

Title: Mr ✓ Miss	Family Name: HU	Given Name: Zanolai
Nationality		Date of Birth: 13/03/1994
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Email Address: youlan0za@outlook.com
Home Phone		Mobile Number: 0403 081 369

Course	Duration	Fees
PSP61816 Advanced Diploma of Translating <input type="checkbox"/>	24 Weeks (including 1 week holiday)	\$7,400.00

Schedule of Fees and Charges

MAIT do not require students to prepay fees in excess of \$1500.

PSP61816 Advanced Diploma of Translating	\$7,400.00
<ul style="list-style-type: none"> 1st Payment - Enrolment confirmation: \$1,500.00 2nd Payment – One month after the course commencement: \$1,500.00 3rd Payment – Two months after the course commencement: \$1,500.00 4th Payment – Two months after the course commencement: \$1,500.00 5th Payment – Before completion: \$1400.00 	

METHOD of PAYMENT	
How are you paying for your fees?	<input type="checkbox"/> Direct Deposit to our Account (<i>please attach copy of payment</i>) <input type="checkbox"/> Other
Our bank account details are as follows:	
Account Name:	MAIT
Bank:	Westpac
BSB:	032 135
Account Number:	475253

Instructions:

Please read the terms and conditions listed below including the refund policy. If you have any questions contact Dynamic Training on 02 9261 8885. This agreement needs to be signed and returned with your Application form and payment.

REFUND POLICY

All enrolments have a maximum duration and students need to complete the course within the specified enrolment duration as stated in this Agreement. Students who do not complete all units within the maximum timeframe will receive a Statement of Attainment listing the units they have completed, at no additional cost. Students wishing to undertake units not completed in the course duration period will be required to pay the unit re-enrolment fee.

Requests for refund must be made in writing using the applicable form - the Request for Refund form. Refunds are made in accordance with the policy below:

Refund of Fees

1. Refunds in full

1.1 Tuition fees will be refunded in full where:

- If a refund is requested more than 4 weeks before course commences, a full refund, less the enrolment fee, will be provided;
- The course does not start on the starting date notified in the Letter of Offer;
- The course is discontinued after it starts and before it is completed; stops being provided after it starts and before it is completed;
- The course is not provided fully/not being delivered to the student because MAIT has a sanction imposed by a government regulator; or
- If MAIT cancels the course for whatever reason, the student will receive a full refund. MAIT may also offer the student a transfer to another course, this choice is for the student to make;
- If a place is not offered in the course, the student will receive a full refund including the enrolment fee;
- If the student wishes to change their enrolment into another course at MAIT the course fees paid will be transferred to new course;

2. Partial Refunds

2.1 Partial refunds will be provided in the following circumstances:

- If a student has supplied incorrect or incomplete information and as a result MAIT withdraws offer, the student will be eligible to receive all tuition fees paid for the term period less the administration fee.
- If a student who has accepted an offer of a place gives more than 4 weeks written notice before the commencement of the study period that they will not be undertaking the course, the tuition fees paid for the study period are refundable less the administration fee.
- If a refund is requested more than 3 weeks and up to 4 weeks before course commences, 70% of the initial course fee will be refunded, less the enrolment fee;
- If a refund is requested more than 2 weeks and up to 3 weeks before course commences, 50% of the initial course fee will be refunded, less the enrolment fee;

3. No Refund

3.1 Student is not eligible for a refund where

- If a refund is requested less than 2 weeks before course commences
- If the student withdraws from a course after the course start date
- Once training has commenced in the course no refund is available, unless compelling circumstances prevail i.e. extreme personal hardship or medical circumstances which warrant non completion of course. In these cases, the student may wish to return to college at a later date, and this will also be approved by MAIT (the student must return within 1 year of

- enrolment date to complete course);
- If a student applies for RPL and the application is unsuccessful, there will be no refund;
- The student fails to comply with terms and conditions of enrolment which include, college policies and procedures as provided in the Student Handbook;
- The student provides false or misleading information.

Refund Dispute

In the case of a dispute over a refund, students would have access to MAIT's existing Complaints and Appeals Policy and Procedures. This refund policy and the availability of complaints and appeals processes does not remove the right to take further action under Australia's Consumer Protection Laws. MAIT's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

STUDENT AGREEMENT

This document forms part of a binding agreement between Multilink Academy of Interpreting and Translating (MAIT) and the recipient of a MAIT Letter of Offer. By accepting an Offer of Place with MAIT, the student agrees to abide by the following:

- The information provided by me on this agreement is to the best of my knowledge true and correct.
- I have read and understood the information provided about MAIT and the program/s.
- I further confirm that I have read, understood and agree and accept the Academy rules and regulations and agree to be bound by them and will comply with all policies and procedures as detailed in the MAIT student handbook.
- I have been informed of all fees and charges associated with this course and have read the Refund Policy. I understand that the administration fee is non refundable.
- I am responsible for notifying MAIT when I decide to cancel, defer or suspend enrolment.
- I understand that I am required to maintain satisfactory progress and complete their course within the time frame.
- All enrolments have a maximum duration and I need to complete the course within the specified enrolment duration to avoid additional fees.
- I will be required to satisfactorily complete all units of competency in the enrolled qualification to receive a Testamur.
- I understand that MAIT has policy and procedures in place for the prompt and fair hearing and resolution of students' grievances and complaints.
- In the event that false, misleading or inaccurate information is provided, MAIT reserves the right to cancel enrolment, in this case there will be no refund for enrolment and course fees paid up to date of cancellation.
- I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies (e.g. ASQA, DEST, DIAC) or their successors in connection with MAIT registration and/or compliance audits as required by legislation.
- This application has been completed by me personally.
- MAIT will not provide or disclose to any outside parties personal information other than is approved in this application. However, if required by law then this information will be released.
- I am entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided I have paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.
- I understand that this agreement and the availability of the complaints and appeals process do not remove the right of the student to undertake action under Australia's consumer protection laws.

Student Name: _____

Student Signature _____

Date: ____ / ____ / ____