



# Student Course Acceptance Agreement

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<Insert Date>

**<Student Name>**

<insert Address>

<insert Address>

Dear <insert student name>

**COURSE ACCEPTANCE AGREEMENT for <insert student name> (DOB <insert DOB>) – Offer #<insert offer number>**

**Centre for Advanced Studies in Building and Construction Management (CAS-BCM) PROGRAM**

[ ] Conditional Offer

[ ] Offer

Principal Course of Study: <insert course name>  
Course Code: <insert course code>  
Provider Code: <insert provider code>  
Course Start Date: <insert course start date> Course End Date: <insert course end date>  
Nominal Full-time Duration: <Insert weeks>  
Credit (RPL): <insert if applicable>  
Application Fee: AU\$<insert application fee>  
Tuition Fee: AU\$<insert tuition fee> (approximate)\*

**Total Course Costs: AU\$<insert total course cost> (approximate)\***

**Study Periods:**

Study Period 1	<insert date> - <insert date>	AU\$<insert study period fee>*
Study Period 2	<insert date> - <insert date>	AU\$<insert study period fee>*
Study Period 3	<insert date> - <insert date>	AU\$<insert study period fee>*
Study Period 4	<insert date> - <insert date>	AU\$<insert study period fee>*

**GRAND TOTAL FOR ALL PROGRAMS: AU\$<insert grand total course costs> (approximately)\***

\* All fees are correct at time of writing, but may be subject to change.

**CONDITIONS**

The following conditions apply:  
<insert conditions> or <insert Nil>



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## 3. FEE PAYMENT INFORMATION

Please indicate method of payment below:

Money Order

Bank Cheque

Electronic Funds Transfer

Credit Card

VISA

MASTERCARD

For bank details to use in making payment by EFT please contact: Centre for Advanced Studies in Building and Construction Management Level 1 Suite 9B 80 Keilor Rd Essendon North, 3041 Australia	Card Holder's Name:
	Card Expiry Date: ___ / ___
	Card Number: _____

## 4. DECLARATION AND ACCEPTANCE

I understand that:

1. CAS-BCM reserves the right to discontinue or alter any program, course/subject, fee, admission requirement, staffing or other arrangement without prior notice.
2. Under the Privacy Act 1988 personal information I have provided may be made available as required by legislation and our collaborators.
3. I may access my student records, subject to privacy legislation. For more detailed information please see CAS-BCM's privacy policy at <http://www.cas-bcm.com.au>.
4. Quoted fees are an estimate only, based on standard full time loads and will vary depending on program. Tuition fees are based on the minimum number of hours required to complete the award program, and tuition fees will increase if course needs to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.
5. Fees quoted by CAS-BCM are subject to change and the fees quoted in the letter of offer apply only to the current year of study.
6. Fees are to be paid upfront for the proposed study period and penalties will apply if payment is not received by the due date.
7. Tuition fees do not include administrative service charges, books/equipment and/or other materials required to undertake the program or compulsory activities where relevant such as work based placement.
8. The application fee is non-refundable by CAS-BCM.
9. I declare that I am a permanent resident/citizen of Australia or a citizen of New Zealand.
10. I understand that I must arrive by the commencement date otherwise I will not be able to enrol.

I acknowledge that I have read, understood, and accept the terms & conditions of enrolment including the information contained in the letter of offer, the refund policy for CAS-BCM, the Student Handbook.

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete. I acknowledge that the withholding of, or provision of incorrect documentation relating to my application may result in cancellation of any offer or enrolment by CAS-BCM.

Student's Signature:	
Full Name (Block Letters):	
Offer Number (see page 1):	
Witness Signature (Education Agent if applicable):	
Witness Name (Block Letters):	
Witness Mailing Address:	



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## TERMS & CONDITIONS

Please read carefully as this terms & conditions form part of this Course Acceptance Agreement

### 1. Refunds

- 1.1 In the event that the student provides written notice of cancellation from a course where the course duration is more than 10 weeks, the refund for the amount of fees paid in advance will be calculated using the Cancellation Date\* as follows:
  - i. Notification more than 10 weeks before the commencement date:  
Full refund of all course fees paid less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by CAS-BCM.
  - ii. Notification more than 4 weeks and up to 10 weeks before the commencement date:  
70% of fees paid in advance will be refunded less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by CAS-BCM.
  - iii. Notification 4 weeks or less before the commencement date:  
40% of fees paid less maximum of 10% or \$1000, whichever is the lesser for administrative expenses will be refunded.
  - iv. Notification after the commencement date and during the first four weeks:  
30% of fees paid less maximum of 10% or \$1000, whichever is the lesser for administrative expenses will be refunded.
  - v. Notification after the 4<sup>th</sup> week of the commencement of the course:  
No refund will be paid.
- 1.2 In the event that the student provides written notice of cancellation from a course where the course duration is less than 10 weeks, the refund for the amount of fees paid in advance will be calculated using the Cancellation Date\* as follows:
  - vi. Notification more than 10 weeks before the commencement date:  
Full refund of all course fees paid less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by CAS-BCM.
  - vii. Notification more than 4 weeks and up to 10 weeks before the commencement date:  
70% of fees paid in advance will be refunded less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by CAS-BCM.
  - viii. Notification 4 weeks or less before the commencement date:  
No refund will be paid.
- 1.3 If CAS-BCM cancels the enrolment of the student from a course because the applicant has seriously breached the Terms and Conditions of CAS-BCM, no refund of the semester's fees and not less than 40% of fees applicable to a subsequent semester.
- 1.4 In the unlikely event that CAS-BCM is unable to deliver the course in full, the applicant will be offered a refund of all unspent pre-paid course fees to date. The refund will be paid within 10 working days of the day on which the course ceased to be provided by CAS-BCM. Alternatively, enrolment in another suitable course by CAS-BCM may be offered at no extra cost. The applicant has the right to choose between refund of unspent pre-paid course fees or to accept a place in another course. If the applicant chooses a placement in another course the applicant will be required to sign a statement that indicates their acceptance of the placement.
- 1.5 Any refund due will be processed within 4 weeks by cheque or electronic funds transfer.

\* The date the written advice of cancellation is received by CAS-BCM is considered the Cancellation Date. The Cancellation Date is the date used for the calculation of any refund of monies paid in advance

A guide to refund amounts and conditions is published on the CAS-BCM website.

Application for a refund of tuition fees must be made in writing on the 'Application for Refund' form available from CAS-BCM' administration department or the website, stating reasons and relevant details and supported by appropriate documentation where appropriate. This must be submitted to CAS-BCM' administration



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department. **Payments of any outstanding debts to CAS-BCM must be made before a refund will be processed.** Refund applications will not be processed where the signature on the Application for Refund does not match the Student's signature on the Student Course Acceptance Agreement.

All refunds must be approved by the CEO or their authorised delegate. Exemptions to the refund conditions may occur where the student has extenuating or compassionate grounds as determined by the CEO or delegate.

Approved refunds are paid directly to the student or the person who made the payment. Under no circumstances will a payment be made to a third party without the written consent in English of the student or the person who made the payment. All refunds are made in Australian dollars, paid directly into the nominated bank account. The student or the person who made the payment will be required to sign a Refund Authority form to authorise payment to a third party.

CAS-BCM will provide the student and/or employer with a statement detailing the outcome of the refund application, calculation and payment of the refund.

Students are referred to CAS-BCM' Complaints and Appeals Procedure available from the CAS-BCM administration department or from the CAS-BCM website if they wish to appeal the implementation of this Policy.

This refund policy does not remove the student's right to take further action under Australia's consumer protection laws.

## 2. Other

- 2.1 CAS-BCM may only enable students to defer or temporarily suspend their studies, including a grant of leave of absence, during the course through formal agreement in certain limited circumstances.
- 2.2 Personal information about the student may be shared between CAS-BCM, its collaborators and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes.
- 2.3 The student must notify CAS-BCM of any change of address to contact details within 7 days while enrolled in the CAS-BCM course(s).
- 2.4 CAS-BCM reserves the right to timetable teaching and related sessions at times suitable, generally between 9am and 9pm Monday to Saturday.
- 2.5 Where a student fails to commence the course within 14 days of the scheduled commencement date, confirmation of enrolment will be cancelled.
- 2.6 Students are required to purchase their own resources such as textbooks and other support materials when needed throughout the course(s).
- 2.7 Students must keep copies of receipts or records or receipt numbers for all payments to CAS-BCM.
- 2.8 Students must pay all debts to be eligible to graduate from any course.
- 2.9 Where, required, CAS-BCM will use the services of a debt collector to recover any overdue debts from students and any additional costs incurred in the process of debt collection will be at the student's expense.



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OFFICE USE ONLY	Date	Name	Signature
Course Agreement accepted (Signature of Administration Officer/Nominee):			
Signed copy of this agreement with fees receipt and International Student Handbook to:			
Student <b>or</b>			
Agent			