

RTO No: 91438 CRICOS Provider No: 03015B
New Cambridge College Sydney Incorporated ABN: 44 928 033 266
 Level 3, 770-772 George Street, Sydney NSW 2000
 Tel: 02-9212 6650 Fax: 02-9212 6650

Student Written Agreement

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE STUDENT WRITTEN AGREEMENT BETWEEN THE STUDENT AND NCCS

PART A – APPLICATION INFORMATION

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION	TUITION FEE
[]	074530F	FNS40610 Certificate IV of Accounting	52 Weeks	A\$6,000
[]	074531E	FNS50210 Diploma of Accounting	52 Weeks	A\$6,000

Personal details

Name (Family) Given Name.....
 Nationality [] Male [] Female Date of Birth / /.....

Home Country Contact Details

Address
 Telephone Mobile
 Fax Email.....

Australian Contact Details

Address
 Telephone Mobile
 Fax Email.....
 Passport Number
 Health problems

Person to Contact in an Emergency

Name Relationship.....
 Address
 Telephone Mobile
 Fax Email.....

Commencement Dates

[] 16 Jan 2012 [] 9 April 2012 [] 2 July 2012 [] 24 Sept 2012

RTO No: 91438 CRICOS Provider No: 03015B
New Cambridge College Sydney Incorporated ABN: 44 928 033 266
 Level 3, 770-772 George Street, Sydney NSW 2000
 Tel: 02-9212 6650 Fax: 02-9212 6650

Student Written Agreement

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE STUDENT WRITTEN AGREEMENT BETWEEN THE STUDENT AND NCCS

PART B – EDUCATION AND EXPERIENCE

Highest qualification.....

English exams completed and score

Have you enrolled in a similar course elsewhere? Yes No
 (If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Head Trainer for further information)

Have you been employed in the area covered by the course applied for? Yes No
 (If you have you may be eligible for Recognition of Prior Learning – contact the Head Trainer for further information)

Own assessment of English level Elementary Intermediate Advanced

Language spoken at home Other languages spoken.....

Tell us the reason you want to take our course Career Academic Personal

Other reason to take course

Where did you hear about us?.....

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student information section of the prospectus. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or higher.

2011 OVERSEAS STUDENT HEALTH COVER

Period of stay in Australia	3 months	6 months	9 months	1 year	2 years
Single Cover	\$107.25	\$214.50	\$321.75	\$429.00	\$806.52
Family Cover	\$214.50	\$429.00	\$643.50	\$858.00	\$1613.04

PART C – FEES

Tuition Fee (from first page of application)	A\$
Application Fee (not refundable)	A\$200
Assessment resit fee	A\$
Homestay Assistant fee - optional (not refundable)	A\$200
Airport meeting – optional (not refundable)	A\$130
OSHC	A\$
Total Fees	A\$.....

Please make your payment by Bank Draft to NCCS. No obligation is created on NCCS until funds are cleared and an official receipt is issued.

Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.
3. When you have paid your fees a Confirmation of Enrolment will be sent to you, and NCCS will have DIAC advised within 14 days

Student Written Agreement

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE STUDENT WRITTEN AGREEMENT BETWEEN THE STUDENT AND NCCS

PART D - REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by NCCS rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with NCCS. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund applications must be complete refund application form and submit to NCCS. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.
 - 4.1 Tuition Fee
 - Withdrawal notified in writing and received by NCCS 28 days or more prior to semester commencement 90% refund of tuition fees
 - Withdrawal notified in writing and received by NCCS less than 28 days prior to semester commencement and before the commencement date 75% refund of tuition fees
 - Withdrawals notified in writing and received by NCCS on the commencement date or after the semester commences No refund of current semester tuition fees.
- 5 This agreement, 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.
- 6 In the unlikely event that NCCS 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 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by NCCS at no extra 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 NCCS is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager 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 Fund Manager.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to NCCS. NCCS may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIAC and may affect the status of a student visa
- 9 Students must notify NCCS of changes of address, telephone number, email address and fax number immediately they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at NCCS.

Information is collected on this form and during your enrolment in order to meet NCCS obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature Date / /



RTO No: 91438 CRICOS Provider No: 03015B
New Cambridge College Sydney Incorporated ABN: 44 928 033 266
Level 3, 770-772 George Street, Sydney NSW 2000
Tel: 02-9212 6650 Fax: 02-9212 6650

Student Written Agreement

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE STUDENT WRITTEN AGREEMENT BETWEEN THE STUDENT AND NCCS

PART E – PROVIDER ACCEPTANCE

Accepted by NCCS

Signed.....

Date.....

Name of the authorised NCCS employee accepting the application.....