

TERMS AND CONDITIONS OF ENROLMENT: DOMESTIC STUDENTS

As a student it is your obligation to abide by these terms and conditions of your enrolment and the policies and procedures as outlined in the Student Handbook and on the website www.ellabache.com.au/pages/resources

- The College reserves the right to refuse the enrolment of any participant at its discretion and no further correspondence will be entered into.
- Once we receive your Enrolment Form you will be issued with a Conditional Letter of Offer outlining all conditions which may apply. All conditions must be met (including the provision of any supporting documents) before enrolment can be finalised. Conditions may be items such as: the successful completion of a Language Literacy and Numeracy Assessment; Proof of Citizenship; Proof of Identity; and evidence of previous completed qualifications.
- Fee for Service (Fee Paying) **domestic students** are not required to pay an amount greater than \$1500.00 prior to enrolment. The full term payment payable each Trimester 1 will be as per the course fee breakdown and the relevant census dates available on the website; www.ellabache.com.au/pages/resources
- A Fee for Service student who has not paid their course fees or entered into a payment plan with the College, by the published Census date for a fee-period, will not be permitted to attend class or access the My Ella Bache learning management system.
- Students applying for a VET Student Loan (VSL) are required to complete an electronic commonwealth assistance loan application form (eCAF) through a unique URL provided by the Department of Education.
- All VSL students will receive Statement of Covered Fees prior to enrolling in the course and then a VET Student Loan Fee Notice 14 days prior to the published census date for each study fee period. The Census date is the last date students can withdraw from their study period without incurring the VSL debt for that fee period. Students withdrawing after the fee period census date will incur the full debt for that study period.
- Each course has three study and three corresponding fee periods; each carrying one third of the total VSL debt for the entire course.
- The Census dates for each course are published on the college website. **It is the student's responsibility to inform themselves of the Census dates for their course.**
- For VSL students a Commonwealth Assistance Notice (CAN) will be issued after the published Census date outlining the debt incurred with the Australian Government. For Fee for Service students the invoice is payable one day after the published census date.
- Students may apply for Recognition of Prior Learning (RPL) or Credit Transfer from previous studies and related work experience: All RPL applications which are completed for units of competency before the Census date for the unit of competency will be liable for a per unit fee, regardless of outcome. The fee per unit varies across qualifications; All RPL applications which are completed for units of competency after the Census date for the unit of competency will be liable for the full Census fee for the period; Credit Transfer is only available for students who are enrolled in, or are intending to enroll into a full qualification at the College. The fee per unit varies, with the costs deducted from the total course fees payable; All Credit Transfer applications must be completed prior to the first Census Period for the Course.
- The College will provide all written forms of communication both academic and financial to the students registered email address. It is the students' responsibility to update the College of any changes to their contact details.
- The College will send promotional information to Students on an ongoing basis. If Students would like to stop receiving this correspondence it is the Student's responsibility to unsubscribe accordingly, where indicated within the promotional material.
- The College will grant a qualification only to students who have: Achieved the competency levels set by the National Training Package in both theory and practical assessments; attended all required practical training; paid in full all tuition fees and any additional charges.
- All Diploma of Beauty Therapy students must complete 150 hours of Work Experience. Informal practice cannot be included in these hours. In addition, all Diploma of Beauty Therapy EdFlex (On-Line) students **MUST** participate in at least 210 hours of Practical Training and Assessment LABS; 10 days minimum per term, a total of minimum 30 days throughout the program (approximately 70 hours per trimester x 3 terms (210 hours). This is a compulsory requirement to achieve a SHB50115 Diploma of Beauty Therapy qualification through On-Line delivery mode. All students are provided with multiple opportunities to demonstrate competency in an assessment; Students have a maximum of three (3) attempts to demonstrate competency in an individual assessment task. Students that are graded as Not Satisfactory in their second attempt at an assessment will be able to undertake a third and final assessment. The fee for a third and final re-assessment is \$60, payable in advance of the assessment. If a student achieves a Not Satisfactory result in the third and final attempt, they will be graded as Not Competent for the unit of competency, and will be required to re-enrol and repeat the entire unit of competency when it is next offered in the College. This could be the following year

depending on the subject. This will include re-payment of the entire unit fee. If an enrolled student does not participate in their course of study in the pre census period and is unable to be contacted by the college their enrolment will be cancelled. If an enrolled student does not participate in their course of study in the post census period and is unable to be contacted by the college they will be held in inactive status. The College will make all reasonable attempts to contact the student and will notify the student of their inactive status. If the student does not contact the College within the inactive period or prior to the next period of study the student will be deemed to have withdrawn from the course and remains liable and will forfeit fees for the preceding fee period.

- For deferral, the maximum period of deferment is a total of 12 months over the duration of the course. All deferral applicants must follow the deferral procedure and submit the request in writing via email to Student Services (studentservices@ellabachecollege.edu.au). The deferral request will be reviewed and processed once all the required documents are received in accordance with the Student Withdrawal, Deferral, Suspension and Cancellation for Study Policy and Procedure and is available on the College website; www.ellabache.com.au/pages/resources
- For withdrawal, the applicants must follow the withdrawal procedure and submit the request in writing via email to Student Services (studentservices@ellabachecollege.edu.au). The withdrawal request will be reviewed and processed once all the required documents are received in accordance with the Student Withdrawal, Deferral, Suspension and Cancellation for Study Policy and Procedure and is available on the College website; www.ellabache.com.au/pages/resources. **Note:** Where a student has withdrawn from Ella Bache' College they can re-instate their enrolment for up to 12 months by contacting the college and requesting, in writing via email (sent to studentservices@ellabachecollege.edu.au), to re-activate their enrolment. After 12 months, a student is required to complete the enrolment process. The college will not re-instate or re-enrol a student without their written permission being received.
- For refund or remission of VSL debt or upfront Fee payment, any refund request will be reviewed in accordance with the relevant refund policy. All refund policies are published on the College website and are available at all times.
- In the event that a Legal Guardian or Parent is a party to and has executed this Agreement, then they hereby guarantee the due and punctual payment of the financial obligations of the student in this Agreement and in the event of default by the Student, they acknowledge that as the Legal Guardian or Parent they are deemed to be principal party for all purposes. The Legal Guardian or Parent hereby indemnifies and will keep indemnified the College from and against all loss or damage arising from the Student's failure to perform his/her financial obligations under this Agreement. This indemnity is given in addition to any rights or obligations which may exist at law.
- Ella Bache College may temporarily suspend or cancel a student's enrolment if it deems the student's behaviour to be unacceptable for the educational setting. Student Code of Conduct is provided to students in the Student Handbook and the Student Withdrawal, Deferral, Suspension and Cancellation for Study Policy and Procedure are both available on the website.
- By accepting these terms and conditions of enrolment, the Student further agrees to adhere to the Colleges' policies and procedures as outlined in the Student Handbook. The Student Handbook is available to enrolled students from the College Learning Management System, and is accessible at all times to enrolled Students.