



## 1. 2012 Professional Year Program Start Date

Please tick relevant selection

- 16 Jan     13 Feb     12 Mar     09 Apr     07 May  
 04 Jun     02 Jul     30 Jul     27 Aug     24 Sep  
 22 Oct     19 Nov     17 Dec

## 2. Program Choice

Which Professional Year program will you undertake?

- Accounting     Information Technology

### SYDNEY

- Tuesday 9am - 6pm  
 Wednesday 9am - 6pm  
 Saturday 9am - 6pm

### MELBOURNE

- Wednesday 9am - 6pm  
 Saturday 9am - 6pm

## 3. Payment Options

OPTION	ADMIN & MATERIALS	SMIPA PY TUITION FEE	ACS PY TUITION FEE
<input type="checkbox"/> Upfront	\$250	<input type="checkbox"/> \$11,250	<input type="checkbox"/> \$11,750
<input type="checkbox"/> 3 quarterly instalments	\$250	<input type="checkbox"/> \$11,505 <sup>†</sup>	<input type="checkbox"/> \$12,000 <sup>*</sup>
<input type="checkbox"/> 10 monthly instalments	\$250	<input type="checkbox"/> \$11,750 <sup>†</sup>	<input type="checkbox"/> \$12,260 <sup>**</sup>

† 3 x \$3,835 quarterly payments

‡ 1 x \$2,750 initial payment and 9 x \$1,000 subsequent monthly payments

\* 3 x \$4,000 quarterly payments

\*\* 1 x \$4,250 initial payment and 9 x \$890 subsequent monthly payments

## 4. Personal Details

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_       Male     Female

Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Current Visa: \_\_\_\_\_

Home Address in Australia: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## 5. Education

Please list your highest qualification after leaving secondary school?

Qualification: \_\_\_\_\_

School / Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Course length: \_\_\_\_\_ Year completed: \_\_\_\_\_

IELTS Result:  General     Academic

Date of Test: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Writing: \_\_\_\_\_ Reading: \_\_\_\_\_ Speaking: \_\_\_\_\_ Listening: \_\_\_\_\_

## 6. How did you hear about Performance Education?

- Agent (name of agency): \_\_\_\_\_  
 Friend (name of friend): \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Publication: \_\_\_\_\_  
 Other: \_\_\_\_\_

## 7. Payment Details

Administration & Materials Fee: ..... A\$ \_\_\_\_\_

Tuition fees: ..... A\$ \_\_\_\_\_

Other: ..... A\$ \_\_\_\_\_

**Total: ..... A\$ \_\_\_\_\_**

## 8. Declaration by Applicant

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information and terms and conditions in the brochure or website and I have sufficient information about the program to apply. I give Performance Education permission to obtain official records from an educational institution attended by me. I understand that Performance Education collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements. I understand that if I have applied through an approved Performance Education agent, all correspondence relating to my application will be forwarded to that agent. I understand that fees may rise. I accept liability for payment of all fees as explained in the brochure, and I agree to abide by the Fee Refund Policy which is current at the time of my studies at Performance Education. I understand that Performance Education may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

### OFFICE USE ONLY

# 2012 PROFESSIONAL YEAR ENROLMENT TERMS & CONDITIONS

## GENERAL INFORMATION

I \_\_\_\_\_ (full name) acknowledge and agree to the following Terms & Conditions in regard to my enrolment in the Professional Year Program ("The Course") with Performance Education.

The Course consists of a 44 week\* course and includes face-to-face coursework as well as a professional internship.

\*The Course may be longer depending on internship start date and completion of coursework components. While every effort is made to ensure that students' internships commence at the allocated time, this may not always be possible.

- I understand that any variation in these Terms & Conditions must be in writing and signed on behalf of Performance Education.
- I declare that the information on my Application Form is correct at the time of lodgement. I will advise Performance Education of any changes to my details, including visa status and contact details within 14 days of such change
- I understand that I am expected to attend 100% of classes and must complete all of the assessments associated with The Course. Failure to achieve the Minimum Attendance\* requirement is an automatic failure of The Course. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions.  
\*Minimum Attendance – Students must attend at least 80% of all classes and cannot miss more than 50% of any given subject.
- I understand that if my behaviour is deemed unacceptable by Performance Education, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
- I understand I will be required to attend organised activities as part of The Course, including the Internship. I authorise Performance Education, including the Host Company for my Internship, to obtain medical treatment for me should Performance Education (including the Host Company/Companies), deem such action necessary. I agree to indemnify Performance Education or any Host Companies for any expenses, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
- I understand my personal information will be made available to the relevant professional body and the Department of Immigration and Citizenship; and other Australian government bodies as required by law.
- I understand that successful completion of the Professional Year does not guarantee that I will receive permanent residency status in Australia.
- I acknowledge that Performance Education will arrange my Internship with a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these positions; and the selected Host Company is at the final discretion of Performance Education.
- I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.
- I acknowledge that I am wholly responsible for all matters concerning my visa and will not hold Performance Education liable for any and all matters relating to this.

## FEES

The fee structure, correct as at 1 January 2012, is as follows:

PAYMENT OPTION	ADMIN & MATERIALS FEE	SMIPA PY TUITION FEE	ACS PY TUITION FEE
Upfront	\$250	\$11,250	\$11,750
3 quarterly instalments	\$250	\$11,505 <sup>†</sup>	\$12,000*
10 monthly instalments	\$250	\$11,750 <sup>‡</sup>	\$12,260**

<sup>†</sup> 3x \$3,835 quarterly payments

<sup>‡</sup> 1 x \$2,750 initial payment and 9 x \$1,000 subsequent monthly payments

\* 3 x \$4,000 quarterly payments

\*\* 1 x \$4,250 initial payment and 9 x \$890 subsequent monthly payments

- The Administration and Materials Fee is \$250. This fee must be paid in full to secure a position in any particular intake. The Administration and Materials Fee is not refundable under any circumstances.
- Students will not be permitted to commence or continue their course until all outstanding fees have been paid.
- All fees are payable in Australian Dollars (AUD).
- Quarterly payments
  - The first instalment of quarterly tuition fees is due 5 days prior to commencement of The Course.
  - The second instalment will be deducted one calendar quarter from the date of the first payment.
  - The third instalment will be deducted one calendar quarter from the date of the second payment.
- Monthly payments
  - The first instalment of monthly tuition fees is due 5 days prior to the commencement of The Course.
  - Subsequent instalments will be deducted monthly from the date of the initial payment.

## REFUND POLICY – UPFRONT PAYMENT

### Full Refund

Performance Education agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Performance Education is unable to offer The Course;
- Where Performance Education refuses the application for enrolment;
- Where written notice of cancellation is received no less than 14 days prior to the commencement of The Course.

### Partial Refund

Performance Education agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 14 days prior to the commencement of The Course, Performance Education will retain a non-refundable amount equal to 25% of the tuition fee.
- If written cancellation is received after commencement of The Course, but prior to completion of the first 10 weeks of The Course, Performance Education will retain a non-refundable amount equal to 50% of the tuition fee.

### No Refund

Performance Education will make no refund of the tuition fees if:

- Written notice of withdrawal is received after the completion of the 10th Week of The Course.

## REFUND POLICY – QUARTERLY PAYMENTS

### Full Refund

Performance Education agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Performance Education is unable to offer The Course;
- Where Performance Education refuses the application for enrolment;
- Where written notice of cancellation is received more than 14 days prior to the commencement of The Course.

### Partial Refund

Performance Education agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 14 days prior to the commencement of The Course Performance Education will retain a non-refundable amount equal to Instalment 1.
- If written cancellation is received after commencement of The Course, but prior to the completion of the first 10 weeks of The Course, Performance Education will retain a non-refundable amount equal to the first 2 scheduled instalments.

### No Refund

Performance Education will make no refund of the tuition fees if:

- Written notice of withdrawal is received after the completion of the 10th Week of The Course.
- Applicants who withdraw after the completion of Week 10 of The Course are still liable for all tuition fees.

## REFUND POLICY – MONTHLY PAYMENTS

### Full Refund

Performance Education agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Performance Education is unable to offer The Course;
- Where Performance Education refuses the application for enrolment;
- Where written notice of cancellation is received more than 14 days prior to the commencement of The Course.

### Partial Refund

Performance Education agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 14 days prior to the commencement of The Course Performance Education will retain a non-refundable amount equal to Instalment 1.
- If written cancellation is received after commencement of The Course, but prior to the completion of the first 10 weeks of The Course, Performance Education will retain a non-refundable amount equal to the first 5 scheduled instalments.

### No Refund

Performance Education will make no refund of the tuition fees if:

- Written notice of withdrawal is received after the completion of the 10th Week of The Course.
- Applicants who withdraw after the completion of Week 10 of The Course are still liable for all tuition fees.

Applicant's Signature: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_  
(please print)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)