



## Pre Enrolment Agreement

Cass Training International College ("College") and the student referred to in Item 1 of the Letter of Offer ("Student") agree as follows:

### 1. Enrolment

The Student shall pay the College the Fees referred to in Item 3 of the Letter of Offer ("Fees") and the College shall enrol the Student in the Course detailed in Item 2 of the Letter of Offer ("Course"). There shall be no requirement for the College to issue any qualification prior to the completion of the Course detailed in Item 2 of the Letter of Offer.

### 2. Fees

The student acknowledges that:

- a) The Fees shall be paid to the College in the manner detailed in Item 3 of the Letter of Offer and shall be refunded only in accordance with the College's Refund Policy.
- b) The College may at its discretion postpone the commencement date, cancel or vary the Course. In the event of postponement or cancellation the College will make a refund of Fees in accordance with the ESOS Act and the Student agrees that there shall be no entitlement to damage whatsoever.
- c) In the event the Student abandons the Course, all Fees payable for the Course are due to the College on demand as specified in the Refund Policy.
- d) Fee instalments must be paid using College payment methods.
- e) The Student will pay in addition to the Fees any Government duty, charge or levy which may be imposed upon this contract.
- f) Late payment of Fees will incur an additional charge of 5% per month of the amount of overdue fees to the College. Late Fees paid by credit card will incur a further 2% charge.
- g) The College may restrict or withhold services or materials from the Student if Fees are overdue.
- h) All requirements outlined in the College's Fees and Charges Policy have been read and understood by the Student.

### 3. Suspension and Cancellation

- a) Students may suspend or cancel their Course once in accordance with the College's Student Deferral Suspension and Cancellation Policy.
- b) Upon Suspension and/or Cancellation of the Course, \$350 cancellation fee is payable to the College.

### 4. Credit Transfer / Recognition of Prior Learning

The Student acknowledges that the application process for Credit Transfer or Recognition of Prior Learning has been explained and accepts the amount of credit/recognition of prior learning granted. The student also acknowledges that the College adheres to obligations to recognise AQF Qualifications and Statements of Attainment issued by other RTO's as per Obligations to Recognise AQF Qualifications Policy.

### 5. Pre Enrolment Information

- a) The Student acknowledges having viewed, read and understood prior to enrolment;
  - I. The course content and duration, qualification offered if applicable, modes of study and assessment methods.



# CASS TRAINING International College

Cass Training Pty Ltd | ABN: 19 056 455 620  
CRICOS Provider: 00956C | National Provider: 90309  
w: www.casstraining.com.au | e: info@casstraining.com.au

*College Campus*  
First Floor, 51 Moonee St Coffs Harbour, NSW 2450  
t: + 61 2 6651 1866 | f: +61 2 6651 1114

*Sydney Office*  
Suite 3 Level 10, 307 Pitt St Sydney, NSW 2000  
t: + 61 2 9283 4445 | f: +61 2 9283 4446

- II. The requirements for acceptance into a course, including the minimum level of English Language proficiency. In the event an International Student is assessed as requiring extra tuition in English, the Student agrees to enter into an ELICOS Course and pay additional fees. In addition a Student enrolled in an ELICOS Course is required to successfully complete a Vocational Placement Test before commencing a Vocational Course.
  - III. Grounds on which the enrolment may be deferred, suspended or cancelled.
  - IV. Grounds on which a student refund is issued.
  - V. That Australian law requires student visa holders to inform the College of any changes of address within 7 days and other changes thereafter.
  - VI. That students personal and contact details, course enrolment details and any changes or breaches to student visa may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code.
- b) The Student acknowledges having relied upon the student’s own enquires and the information contained in Clause 5a in entering into this agreement and has relied on no other representations whatsoever.

## 6. Disciplinary Procedures

All Students enrolled in programs or using the services of the College are required to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate as outlined in the College’s Cods of Conduct Policy – Students, the College will take action in accordance to the Student Disciplinary Policy.

## 7. Liability

The College shall not be liable for any personal injury to or death of the Student or loss of or damage to any property of the Student arising out of or in any way connected with the enrolment in and the completion of the Course or the Student’s Homestay arrangement whether or not by reason of any wilful or negligent act or omission or breach of contract by the College, its officers, representatives, employees or agents.

## 8. Binding Agreement

The College and the Student agree to be bound by the provisions of this Enrolment Agreement which shall bind the College and the Student upon signing by the Student and/or the receipt by the College of the Fees and shall continue to enforce until the completion of the Course as determined by the College.

## 9. Governing Law and Jurisdiction

This Enrolment Agreement is governed by and is to be constructed in accordance with the laws of the State in which the Students is enrolled. The College and the Student irrevocably and unconditionally submit to the non-exclusive jurisdiction of the Courts of the State and Courts entitled to hear appeals from those Courts.

**This agreement does not remove the right to take further action under Australia’s Consumer Protection Laws**

.....  
Signed

.....  
Dated